

Director's Meeting
Manhattan Public Library, Auditorium
Thursday, February 7, 2013

Those attending: Barbara Lee, Janice Lyhane, Judith Cremer, Kara Cromwell, Kelly Nordberg, Lavonne Owen, Leah Kulikowski, Sue Blechl, Susan Moyer, Tera Kindle, Wendy Moulton, Carol Barta, Linda Knupp, Richard Miller, Marcia Allen, Megan Gunther, LaDonna Clark.

2013 Meeting Dates

Director's Meetings will be held on Thursdays following Executive Committee Meetings. The objective is to meet more often (meet six times a year instead of four), and to shorten the time 10:00-2:00 (instead of 10:00-3:00). We will continue to rotate around to system libraries. Let Carol know if you want to host.

April 4 at Emporia
June 6
Aug 8 at Wamego
Oct 3
Dec 12

Friends of the Library and 501(c)3 Status

Is sales tax owed? Friends groups are not exempt from paying sales tax. The best procedure to use to get a sales tax exemption would be that the Friends Group would write a check to the library allowing the library to make the purchase.

When making a purchase, take documentation proving tax exempt status. Purchases by cash, personal credit cards, or check are NOT exempt; the purchase must be made on the library credit card, organization check, or PO to be able to use the tax exemption.

Do Friends need to collect sales tax? Libraries and 501(c)3's do not have to collect sales tax when selling books at a book sale.

How do you handle donations? If the Friends group does not have 501(c)3 status, donations can be made to the library in order for the donor to take a tax deduction. It is better to keep money separate for accountability, and it may be better to have 501-C3 status.

Sue Blechl will send more info. She suggests you think of what works best for your library, and write a policy to make sure everyone understands your decision. Some information is at www.fokl.net

Tips for Improving Staff Morale

- Invite staff to board meetings
- Have snacks at board meetings
- Sponsor lunches and breakfast. Keep in mind that not everyone likes the same thing, and you can do the best you can for the most you can
- At staff meetings, everyone gets to say something good that they saw someone else do

- Christmas holiday potluck with staff at the staff meeting, invite the board and staff and decorate the library. Boards bring kids and have a craft for kids. Maybe in 1 ½ hour meeting, you can setup Christmas trees, eat, and decorate the whole library
- One day have a fun day, bring treats, be there to open the doors, but do not work.
- Board approved the closure of the library for day and called it a staff day. Staff meet, ate out, listened to a speaker, etc. but was NOT at the library
- Take a field trip to another library your size
- Board/staff function in April, potluck, make a cookbook with everyone's recipes afterwards
- Team building exercise, eat and have fun. Closed early, and it was after hours
- Gift card as a gift on staff birthday
- Thank people for their good work
- Do something to celebrate their work anniversary date. Ex 10 years
- Snack, or donuts for volunteers
- Shirts for staff
- Gift certificates

Shelving LTP books with regular print

Patrons want a book but they don't think to look in the large print section for it. Shelving LPT books with regular books might be a good idea for a smaller library.

It was suggested to use a red dot or some other easily identifying mark on the spine so that the book is more noticeable when intermixed. Do what you want to do, or do what you think your patrons will tell you about. Seems patrons find LTP are not checked out as often and they can get the book they want in the LTP section faster sometimes.

NCKL Books how do you handle them? In the software, it should be possible to make libraries, branches, and do global branch transfers for NCKL books. That is still not working at this time.

How do you handle books from local authors? Weigh your decision. Has there been editing on the book, any reviews on it, (and reviews NOT done by the author), will it get read, don't yield to pressure, don't let people pressure you emotionally; local authors may be self-published and have no redeeming values. Local history type books can be an exception. Consider the subject matter, and any interest beyond the family of that person.

Verso issues

- Interlibrary loan issue in progress.
- Due date before the book goes out. Need to update the library patron records. Update lend to record.
- ILL on reserve copies and put it back again.
- Fixed: had no renew button when logging in from home, no explanation. The workaround was to open the record, uncheck, close, open and recheck it. The button will appear, and that may resolve the issue.
- Dropping holdings and not sure what is causing this.
- Responsiveness/communication from AG is not great (them letting us know they are working on a problem, or the status of the resolution.)
- The borrowing piece and customer service is slower to develop

Kan-Ed update

Kan-ed was required to print a report. They came back with three suggestions:

1. State should help schools and libraries
2. Help with state funding
3. Strengthen infrastructure by helping ISP put better lines in to enable better broadband

Archived Webinars explaining how to fill out the Kan-Ed replacement survey is still available, and can be viewed from the link off nckl.mykansasl.org. Be aware terminology in the survey may be different. For example, "circuit" is the same as "ISP."

There seems to be some optimism for the databases. However, look for continued reduction in the state budget.

Senate Bill 104 – regarding filtering has been introduced in the Senate Education COmmittee. It is not different then CIPA, except that adults would have to give a reason to turn off the filter (for research purposes)...The bill would require the State Library to set standards and to to manage it. It would return to the KanGuard system we had used in the past. The SLK gave KanGuard up when they lost KanEd funding to operate it. After conversation about this, things are in place, and not a concern. This may be a diversion tactic.

There are no plans for a library day at the state house this year, but still contact your legislatures. The list of legislatures is on the NCKL website. You may also want to support Eggs and Issues at your library.

Continuing Education Opportunities

Apple-applied library education replacing K-Place for new directors. There are 5 spots and we have six people. Leah-Wamego, Rodger-Peabody, Chris-Enterprise, Alice Johnson-Florence, Lavonne-Chapman, and Janice-Marysville. This will begin in April.

Other CE opportunities:

- Kansas Library conference is changed to the fall this year.
- School librarians will join us in Topeka Oct 9 – 11 for the conference
- ARLS September 23 is in Omaha NE
- March 20, 2013 PLA's Spring Symposium online will be at NCKL and offers 4 tracks of learning. The schedule of events will be posted soon on the NCKL's website. Each track is ½ day. One viewing will be in NCKL offices, and another is in the McCormick Rm. 10:00 -5:00. The tracks are : administration leadership, youth, Technology, and Marketing. The closing session is the 21st Road Map for the Future.