

Director's Meeting

December 11, 2014 at Manhattan

Director's Present: Rodger Charles, Rita Braden, Kara Cromwell, Wendy Moulton, Janice Lyhane, Peter Vopata, Crystal Applegarth, Janet Marler, Tera Kindle, Sue Blechl, Lynette Olson, Barbara Lee, Shelly Wirtz, Sandy Jenkins, Judith Cremer, Nikki Plankinton, Marcia Sell, Katie Haag, Denise Hull, Kathleen Caster, and Elizabeth Tschetter.

NCKLS Staff Present: Teri Belin, Linda Knupp, Marcia Allen, Carol Barta, Denise Coon, Richard Miller, Duane Mayer, LaDonna Clark, Cherie Olson.

Carol Barta Welcomes Lois from Baker and Taylor. **Lois** presented the following: On January 15th the Title Source III will be more intuitive. It will appear more google like. The goal is to have everything available on title source such as: Online customer support, returns for damage book, etc. Each person can have their own login. Directors will have more control for password changes, etc. You will be able to setup how your search results appear, etc. Search results are stacked, table, or title-where you can see more things. There is a better use of real estate, displaying more results as possible. The New Release calendar is displayed for new releases as soon as get information from publisher. (Most new released come on Tuesday because in the old days they were shipping to book stores and they would ship on Friday which gave bookstores enough time to shelf it by Tuesday.) Filters are much better now. Browse section has all catalogs online. Promotions explains if a publisher has a percent off, this is where that type of information will be displayed. She demoed searches, worked with carts and other features. Evidence Based Selection is a tool...seven days stays in your cart when deleted. Transferring your cart is much easier than before. Regularly scheduled webinars will be available. There is a HOW DO I series, and User Guide on line. She will send Carol webinar information. Demo logins will be available to experiment with also. She gave out Cat calendars.

Annual Report. Prefilled unfroze means you can change it, froze means you can't change it. 2.5E similar to 1.9A for branches. Most won't be filling out the 2.5E section. Library employee benefit fund, not all libraries will have that, if you don't enter a zero. Additional municipal funds, if the city pays your utilities, building insurance, if city pays this is where you record that. System Grant funds is not just ESG, but also Service Improvement Grant, etc. We will distribute by the end of December. AWE literacy station, summer reading, LSTA goes with that. Part 10. Not sure how to answer it. Has to do with counting hits on wireless. Number 13 is the Civil Rights Certificate. Have your board approve, then mark that the board has approved it. Unfroze square footage so libraries that added space can account for that. Call Carol if questions.

Teri FMLA

All public agencies are required to follow the act regardless of number of employees. To be eligible, employees need to work at least 1250 hours in the previous 12 months or approximately 24 hours a week. This is total hours actually worked, paid leave is not included in hours worked. Employees are eligible for 12 work weeks of leave time per measurement period. Military rules are different. Military FMLA cover service members with serious illness or care for elderly parent dependents. FMLA notices posters must be displayed in workplaces. www.dol.ks.gov/laws/posters.aspx. Policy needs to be in the employee handbook or given to employees when they are hired. Policy must determine measurement period and be the same for all employees.

Measurement periods are: calendar year, rolling backwards 12 month period, rolling forward 12 month period, any fixed 12 months (fiscal year, employee year starting with anniversary date, etc.). Manhattan does 12 month looking backwards. Time taken is deducted from the 12 work week period however you measure leave time (hourly, ½ hour, ¼ hour), not half days or whole days, etc. More information is at <http://www.dol.gov/whd/fmla>

Manhattan

Lyndia.com is now available with your Manhattan Library card, beginning December 2014. Lyndia.com can be accessed from wherever you are. It allows tracking of personal use, prints certificates, and more.

2015 Meetings will be on Second Thursdays:

- February 12, 2015, online,
- April 9 at Lawrence Public Library
- June 11 Marysville
- August
- October 8 online

Book Fair is May 7, 2015

Necessary Knowledge is November 5, 2015

KLA KC with Missouri Library Association in October.

Legislative Day. Carol reports they are still trying to hire a new lobbyist with a good understanding of libraries. Carol will be going to the Statehouse Jan 15, 2015 for Library Legislative Day. State Aid line item will be cut by 85,000.00 from budget. KPERS will be losing money. It looks to be another difficult year. Please encourage a Board Member to go to Legislative Day, in Topeka. The briefing starts at 10am and goes until 1pm. There will be no lunch. If you are able to talk to your representative for fifteen minutes, you are successful.

Richard. A requirement is that you have a plan on file for a tech grant for next year. The idea is, libraries have a plan in place knowing where they are and where they want to be going with technology. The tech plan can also be used as a budget tool.

Hartford. Marcia Sell and Katie report purchasing a new computer and are learning lots of new things.

Emporia. We are interviewing for a new director. The 2015 budget is better than ever with \$76,000.00 additional money. The plan is to restore being open again on Sundays.

Wamego. There will be an open house for the holiday soon.

Marysville. Renovation is 99% done. We will be increasing children's programming, and having tween and teen after school programs. There is a substantial raise this year after losing a valuable employee.

Abilene. Fine free has been extended until March 15. There is a new Abilene app for androids and iPhones joining event. It is free, yet other business join for a cost. Membership free (\$250 value) to advertising their app. We built a snowman out of paper and old books (see Facebook).

Kara. The City of Abilene paid for repairs in children's, things like new paint, etc.

Hope. Bad news K-12 school enrollment is down 140. Vickie is doing more outreach using grant money. We are not thrilled with the summer reading theme, so we will use local heroes like teachers, cops, and fireman, etc. instead.

Peabody. Donated books to *trunk or treat* which resulted in giving away three times as many books, collected a bunch of books and ran out in certain age groups. Sat, from 10-12 was the final celebration of 1 year celebration for 140 years as library and 100 years of Carnegie building. Showcase Libre Grant with 78 new books. We have Chromebooks at the library, the new gaming system is up and running.

Manhattan. We are finishing the child expansion project. The celebration for donors is tonight and the public response has been great. The project from start to finish went well. Lyndia.com subscription is being used. Watch website for soft launch in the next week or two. A larger launch will be later with a public celebration on Jan 17th with a performance by Rock and Rob.

The meeting ended with a tour of the Manhattan Public Library Children's Department tour.