

Director's Meeting

June 11, 2015

Council Grove Public Library

We started with a tour of the library which was newly remodeled.

Assistive Technology-Wandean Rivers, Manhattan Public Library

The Assistive Technology Office is located on the main floor in the public computer area of Manhattan Public Library. Individualized training on basic use of adaptive technology for patrons with learning disabilities, mobility issues, vision, or if someone has a short term project needing help, with are the types of services provided. The Assistive Technology office sees Issues of reentering into the work force after not being in work force for many years, and assists with issues regarding this as well. Services are designed to help people with brain injuries, sports injuries, autism, etc. It offers one on one appointments. This office is well liked because with one on one, there is no one watching. It was established in 1997. Individualize training was the component people appreciated and was the main focus. What is assistive technology? Any device, software or hardware that enables you to do the task you can no longer do. A highlighter may be assistive technology, so you can see print better, certain kinds of keyboards or devices are another examples. Assistive technology runs from low tech like a pencil with a gripper to write better, to software or hardware or computer. Most people are on a budget and can't afford to purchase some kinds of technology. With Assistive technology, it is a try before you buy kind of service. Magnification, screen readers, talking books using BARD, assistance on how to download books, etc. Other services related to low vision, brain injuries, and there are classes offered called **Tech Tuesday** for patrons. The first thing is to create goals-what can't you do? Together we may setup 3-4 goals to work on. What does the patron want to work on? Pass the word....tell your patrons of these services and of the classes offered to the public. Everyone in the region can take advantage of these services. The Center is open 20 hours a week, so please make an appointment, especially if you are coming from out of town.

Using BARD- Michael Lang, Council Grove Public Library

Braile and Audio ReadinDownload is for digital talking book users. This is the reader if you are in talking books, you can use. Your book comes on an insertable thumb drive. There are two options for BARD, online and mobile app. Mobile app is only for apple products. The Android app is supposed to be ready by the end of June. BARD allows you to search books, magazines, music, and download and transfer them to a thumb drive or to SD port, then to play on a reader. You cannot play directly from the computer. Mobile you can listen to it right on the iPad. The thumb drives will not work with anything else, only on this machine.

The process is: use the basic search to find what you want, download as a zip file, transfer, then listen on a player. The wish list feature works as a book shelf saving books to reading at later time. Everything syncs to all devices. There is a subscribe button for new issues of magazines-new feature. Not all books are available through BARD. Books are available anytime and there is no return of the books.

Contact Dana at Talking Books to get an account login. The State Library provides this and support using it. The patron applies for talking books, fills out another application to access BARD, then Dana sets them up to use it. It's that simple!

Service Dogs- Carol Barta

Any service dog licensed can enter the library. Be careful, anybody can get a license for their dog on the internet. Emotional support dogs trained, are not same and have different training than do service dogs. These dogs are not there to do tasks, but to help the person cope emotionally with things. Service dogs of all types should wear a vest or tags identifying themselves as so. There are multiple not legitimate websites for tagging untrained dogs/animals.

Policy discussion choices-Linda Knupp

Would you like to select policies to review before each meeting? Approximately four times a year we could focus on certain topics. Staff would be prepared to give information on these topics in advance. This would be a process of policy development lasting through the year. Is that of interested? We would not go over 30 minutes, would hit high points, and would address questions and send out information later. You pick the policies to discuss. The purpose is to keep your policies fresh. Pick 1-4 policies from the handout. 1 being the most important for group to select. The survey will be put online for your convenience and should be available next week.

Paying for repairs and improvements-is the library responsible, or is the city responsible?

Shannon met with the City Manager to find out who has what responsibilities to pay for. The library is responsible for plumbing, electric, etc., the City is responsible for the parking lot items like who takes care of lines, spray of weeds, snow removal, etc.

What NOT to do: have an unwritten agreement. Get any agreement in writing, find out about insurance, etc. Most libraries carry content insurance and pay for it, but make sure the coverage is adequate. Know where the policy is, if the city has it, get a copy of the policy. Make sure to take into consideration what is covered by content insurance, and what is covered by building insurance.

Launchpad-What do I do with it?

Circulate them? How? What is this about? Is there a policy? Circulate, when they are gone they are gone. Can ILL them? Yes. There were lots of questions about it and hopefully some answers. It is a preloaded tablet with certain age appropriate apps that can be circulated for patron use.

Movie Licensing Update-Carol Barta

They changed the method of movie licensing. Instead of charging per person per capita, they began charging differently. Originally it was \$226 per building now it is \$216. You pay \$100, NCLKS will pay \$116. If you give up movie license, sounds like if you come back later, they will charge a bigger price to come back. If you decide not to buy the license you cannot show a movie. There is a single movie per year option that you could pay single movie price. You can advertise the movie title, but you can't use the image in the library, or on your website or in a flyer. Let us know if you want the movie license, the is deadline is July 1.

CE Update:

- August 6, 2015 is the Full system Board meeting at MPL. On the agenda, there is the budget hearing and a speaker on disaster preparedness/planning.
- Fall Youth Workshop covers teen programming and getting teens into the library. It will also be at the MPL auditorium on September 1, 2015.

- Necessary Knowledge at Rocks Springs on November 5, 2015. The key note speaker is Sharonna Ginsborg, a mover and shaker from Library Journal.
- KLA bus from Lawrence to Bartell Hall, in KC. There is Continuing Education money available to help with costs.

Service Improvement Grant and Technology Grant monies are still available. Please apply.

Library Reports

Americus - Summer Reading. Teen read, adult read, and children's read. The adult program is new this year. Still replacing collection that was lost and damaged in the fire. Will be having Fireman, Police, a military retired person and special heroes attending Summer Reading events. Reading will be Thursdays every other week, and on the opposite week we have crafts on Friday—the will be something every week.

Emporia-new teen librarian with first program yesterday. Working on budget. Brown bag concerts are every Wednesday.

Hope- Summer Reading starts after swimming lesson and ball. Cannot have it at library because there is such a good turnout, that it is held at the City Annex Building. Milford brings live animals, volunteer fire department will be in attendance, the Dickinson county soil trailer and farms with tractors will be there. In addition the KSU Mobile Vet Unit dedicated to Chris's memory will have their dedication day at Hope. This is very special to Hope because Chris is the son of one of our librarians. We have gift cards from Dollar General for prizes. Summer Reading is the last two weekends in July and the first two weeks in August, then the kids go back to school ready to read.

Abilene- May 22 Summer Reading started, with programs every day. Exploration Place out of Wichita was last week's program. Adults don't sign up for Summer Reading, even though they get a prize for signing up. We are giving away a Kindle and theatre tickets and still adults won't sign up. Other programming is Brown Bag Documentary during summer and the Kansas Humanities Council Preservation Workshop. Working on the budget.

Marysville- Summer Reading, and Budget. At the end of the week we had a free soup supper, and skyped with last year's program participants. Another program that is popular is the *1000 Books Before Kindergarten*. This program helped with upping Facebook numbers.

Manhattan- Budget, audits, presentations, Summer Reading kickoff, a program with a magician and the auditorium was packed, a program with a local former grade school teacher program which was well received. These were for all age. Other things happening are seasonal things like leaks from heavy rains. We are looking at roof replacements by end of the year. We will pay for it, the City owns the building, but MPL pays costs. The Community Planning Process is completed with Sandra Nelson. The Board adopted goals and objectives. In the process sacred cows were identified, and we are working on them.

Abilene- New computers for Staff.

Pott-Wat- Annual report. Kansas Digital Newspaper includes 7 local newspapers for historical society to partner with newspaper.com, where they are digitizing micro film through 1924 and making it available online. You put your driver's license in and see newspapers for free at newspapers.com. Summer Reading is happening. K9 dogs and the Fire department are coming. The roof leaks at Eskridge. In

Onaga, the city redid the street and now water comes up so there have been four floods in the last two weeks. No damage to books yet, but cleaning and being closed is an inconvenience to patrons. We rent the building, so we are working with individual people.

Riley- Summer Reading, and the budget. The "I can" program is an assisted reading program where you read to a dog or book buddy. It is well received. We purchased several audio books so patrons can listen to books, also bought AV2 books which are a big hit. Jr Library volunteers are very helpful. Volunteers are doing story times and cleaning up. Summer Fest coming up July 11. Last year we shot rockets, hope to do something similar this year.

Southwest- Summer Reading. The System rented the Super Why costume and will be visiting libraries. Also visiting the libraries that are taking part in the Summer Food Service, there are lots of them participating.

FHTC- Inventory. Lib Guides subscription migration clean up.

Marcy Allen, NCKLS- Melissa Lineman, ILL Clerk is resigning and will be moving to Colorado. Teri and Marcy are interviewing people in house for the position. She will be missed.

Teri Belin, NCKLS- Mid-American Alliance is offering a day long presentation on September 11th. This class will cover topics such on coaching for performance, FMLA, harassment, etc. More information forthcoming.

Herington- Celebrating the building being 100 years old. Memorial weekend was the open house and doing different activities throughout the year. Summer Reading, budget, etc. You are welcome to come see the murals on the wall, Duane's wife created them.

Clay Center- Fixing a leaky roof and an A/C backup issue. Summer Reading not as good as last year, more teens than last year. Kick off was Rolling Hills, magic shows, KSDS dogs from Washington, Milford Nature Center, fire and police coming. Scheduling interviews for part time librarian position. Board in process for new director position, last day is July 24. Catalog cleanup, inventory, etc. projects.

Allen- Summer Reading. Nikki created a superman stand for backdrop for pictures and the kids love it.

Council Grove- Summer Reading has 154 signed up, which is up from 133 last year. There are 13 adults signed up, up from 5 last year. Grand prize is more adult drive, and it is Royal's tickets and a \$50 grocery card. The kicked off party was with the lava pit, photo booth, obstacle course, and snacks. We had an inside bouncy house (indoors), made capes and masks, and had to tell kids to go home it was so much fun. There were 92 in attendance on Saturday, including volunteers. The local hero invited is Macy Hensley from Council Grove and she has been on the Ellen show. She is bringing one of her president costumes. Area grants: NCKLS, Emporia Foundation Grant, and the Libre Foundation Grant. Amy is leaving, and a new children's librarian has been hired.

Florence- The vault will be turned into a history room, the windows are tinted paid for by the Service Grant, we got a grant to buy a projector, and with a community grant we received new computer tables which are being built. The board moved four shelves of books to a different location

Wamego- Every week is a different theme and local hero. This week is comic book super heroes and high school athletics to do exercises with the kids. Molly is moving to KC, so there is an open position,

and an open position on the board. In the reading room are new charging stations for patrons, and a new magazine flat wall. YA is resorted sorted by genre now. Teen gaming has been changed now so you can check out controls and games to play anytime, rather than have to wait for the program to check things out.

There are some give away items.

Melendra-NCKLS- A second photo booth will be available starting next week. Two mini kits not checked out right are now here on display. They are Doctors and Policeman. There are two additional ones, Fireman and Service Dogs that can also be checked out.