

April 1, 2016

# NeCessary KnowLedge

## Working Together for Success



### Calendar

<b>Craft Workshop: Wamego</b>	<b>4/4</b>
<b>Directors' Meeting: Herington</b>	<b>4/7</b>
<b>Craft Workshop: Goessel</b>	<b>4/12</b>
<b>WordPress: Add SL Databases</b>	<b>4/26</b>
<b>Book Fair: Rock Springs</b>	<b>5/12</b>
<b>Executive Committee Meeting</b>	<b>5/26</b>

Henry Ford is quoted as saying: "Coming together is a beginning; keeping together is progress; working together is success."

In March, I had the pleasure of attending an awards presentation at which Roger Charles, director of the Peabody Township Library, received a grant of \$750 from First Lady, Mary Brownback. The Kansas Book Festival Grant helps public & school libraries acquire books & technology to inspire a lifelong appreciation of reading & learning. Roger submitted a proposal to purchase Playaway Launchpads. In addition to having the Launchpads available to children throughout the summer, Roger has formed partnerships with the school to make the devices available in the classrooms during the school year. He maximized the grant by timing the purchase with a sale from the vendor & was able to obtain 11 devices. That's working together for success!

Carol Barta & I were also in Topeka several times in March

in order to participate in legislative activity that would have impacted library services in Kansas, including regional library systems. HB 2719 went to hearing with strong opposition from library supporters. As proposed, the bill would have changed state statutes regarding the governance of municipal, district, & regional library systems, moving the authority to levy a tax from boards to city commissions & counties, & in the case of regional library systems & districts, require an annual election to approve the budget. The bill, as originally written, would have made it impossible for the 7 regional library systems in Kansas to operate. This would have meant the loss of the cooperative resource sharing benefits citizens all across the state enjoy, including the courier, system grants, support for regional online catalogs, technology support, & continuing education for library staff, just to name a few. Members of the library community,

both librarians & library users, worked to share information, understand the impact of such measures, & let the legislative committee know the effect of such a bill. Members of the House Committee on Taxation listened to concerns & questions to make their best decision, resulting in a revision of the bill that would have a good outcome for citizens.

While visiting with Roger Charles before he received the grant award, I learned more about how a few of the NCKLS services impacted Peabody over the past year, including grant funds for books, grant funds for a lift to make the building accessible, & grant funds to keep computers & public technology up-to-date. Roger knows how to maximize every dollar, & so do regional library systems, through shared resources & cooperative services - working together for the success of every Kansas library.

~ Linda Knupp



## Book Fair at Rock Springs 4H Camp

Due to the new venue for book fair & the loss of Town Crier Books, we are modifying the program to provide more information on building & maintaining excellent library collections. All library staff, board members, & volunteers are encouraged to attend. Check out the sessions we're presenting:

- Selecting Heirloom Varieties: Goodreads & Book Thing
  - High-Yield Hits: Dan's best picks for guys
  - Lovely Lilies: Best Christian books
  - Amending the Soil: Using selection journals on B&T
  - Rotating Crops: Customized reading lists for patrons
  - Weeding: Removing items from your collection
  - Beautiful Blooms: Best adult nonfiction
  - Super Sprouts: Best YA books
  - Full Sun Exposure: Intellectual freedom
  - Planning Your Garden: Collection development
  - Special Seedlings: Best children's books
  - Sun-Ripened Reads: Best adult books
- Some sessions will be presented more than once.

~Melendra Sutliff Sanders



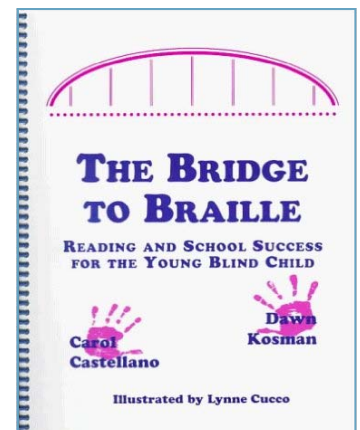
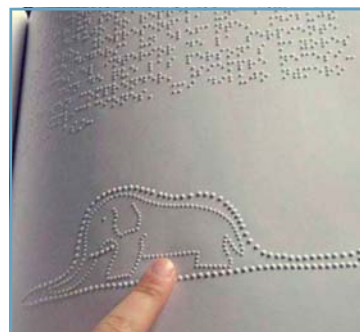
## Rotating Book News

Did you know that the rotating book collection has Braille books? Currently I have three junior easy books, thirty-four juvenile picture books, ten junior fiction books, four juvenile nonfiction books & three adult nonfiction titles in the collection. The adult nonfiction books are: *The Bridge to Braille* by Carol Castellano, *Just Enough to Know Better: A Braille Primer* by Eileen Curran & *Many*

*Ways of Seeing* by Mary E. Udoji. If you have a need for these in your library, please let me know, & I can include them at any time with your rotating book delivery. If there is anything you would

like to see added to this collection, let me know.

~ Denise Coon



## Windows 10: Ten Things

Based on my experience of using & installing upgrades from Windows 7 & Windows 8 to Windows 10, I wanted to share some observations:

1. Will the computer run “faster”? After a Windows 10 upgrade it seems the computer runs just a bit faster.
2. Is the OS more secure? That’s what technology press indicates, & it seems to be correct.
3. Desktop returns. Windows 10 starts up to the desktop, much like windows 7.
4. Start menu has tiles. It also displays a menu & covers

only a portion of the desktop while in use.

5. Your software works just like it did in Win 7 or Win 8. Windows 10 doesn’t seem to change how your favorite programs work.
6. Windows 10 updates automatically. Leave computers on overnight (two nights per week) to allow updates to run.
7. Your files remain where they were. A Windows 10 upgrade leaves your files in place, doesn’t change you logon ID & password, & leaves you desktop icons in place.

8. The “start icon” in the lower left hand corner of desktop returns. Somewhat like a combination of Windows 7 & 8, the “Start” button displays a menu & tiles.

9. Windows 10 is touch screen friendly. Useful if you have a touchscreen laptop or a Microsoft tablet or phone.
10. Windows 10 is a change. Yes, it is different from Windows 7 & 8 & will require some time to reach your comfort zone.

~ Richard Miller



## We Want to Know What You Need: CE Survey

NCKLS wants to know what training would be most helpful to you. Because of this, we do an annual continuing education survey. In the past, this survey has been on paper. This year, we decided to try something new. For the first time ever, the NCKLS continuing education survey is available

online! Since it is online, it’s easy to fill out & takes only a few minutes.

Please go to the following link (<https://goo.gl/gKATMy>) & fill the survey out by April 30, 2016. It is as easy as 1-2-3.

1. Select what position you hold, whether it is staff, director, or board member (select the one that applies)
2. Make selections of your

interest in training or resources (check all that apply)

3. If what you are interested in, is not an option, please write your request(s) in the place where it asks “Topics you would like to suggest that aren’t mentioned.” (optional)

Thank you in advance.

~ LaDonna Clark



## Human Resources Book Reviews

Positive messages are fun to give & receive; negative messages are not. I'm often asked to help supervisors write about performance or talk to an employee about a specific performance issue. I've found several books that have been useful. Here are some of my favorites:

*101 Tough Conversations to Have with Employees: A Manager's Guide to Addressing Performance, Conduct, & Discipline Challenges* by Paul Falcone

This solution-orientated book walks you through some of the most common, as well as the most serious, employee problems you're ever likely to encounter. Covering everything from substandard performance reviews, to personal hygiene, to termination meetings, this book helps you treat your employees with dignity. It focuses not just on what to say but also how to say it.

The book has 101 scenarios with solutions that actually give you an example of what the conversation with an employee might sound like. Sample scripts of what you might say are provided with possible responses from the employee. The book also lets you know when an issue needs to be handled carefully so as to keep you out of hot water. For example, if you need to discuss body odor with an employee, the problem may be a result of a medical condition. In that case, an Americans with Disabilities Act accommodation may need to be considered.

*Painless Performance Conversations* by Marnie E. Green

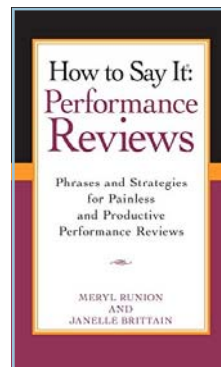
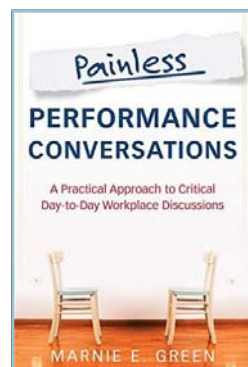
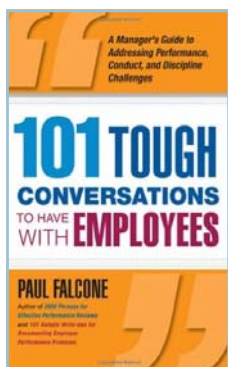
Marnie E. Green provides practical communication & management strategies for managers looking to influence employee performance. This book will show you how to focus conversations for

maximum impact on performance, clearly define expectations for what success looks like, & engage employees in solution-finding. The author has a 25 minute YouTube podcast during which she talks about how to use some of the skills in her book: <https://www.youtube.com/watch?v=aMmhFhleW4w>.

*How to Say It: Performance Reviews* by Meryl Runion & Janelle Brittain

This useful guide helps you know what to say & what not to say. Organized by topic, it includes hundreds of useful phrases. It also includes tips on using body language & verbal tone to help deliver your message in a positive way. This is a small, pocket-sized book full of practical & useful tips. If you like lists, you'll like this book.

~ Teri Belin





North Central Kansas Libraries System

## NORTH CENTRAL KANSAS LIBRARIES SYSTEM

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[www.nckls.org](http://www.nckls.org)

## New to the Professional Collection

Find these new titles in NorCat:

- *Emergency Preparedness & Disaster Recovery in School Libraries: Creating a Safe Haven* by Christie Kaaland
- *Dragons in the Stacks: A Teen Librarian's Guide to Tabletop Role-Playing* by Steven A. Torres-Roman
- *Marketing Moxie for Librarians: Fresh Ideas, Proven Techniques, & Innovative Approaches* by Paula Watson-Lakamp
- *Crash Course in Readers' Advisory* by Cynthia Orr
- *Children's Services Today: A Practical Guide for Librarians* by Janette Larson
- *Reading Picture Books with Children: How to Shake Up Storytime & Get Kids Talking about What They See* by Megan Dowd Lambert
- *Bibliotech: Why Libraries Matter More than Ever in the Age of Google* by John Palfrey

## The Van Shaw Detective Series

Looking for a new crimes series for your avid readers? Author Glen Erik Hamilton has created quite a stir with his Van Shaw novels. Main character Shaw, a former member of an elite group of Army Rangers, has an unusual set of skills, both professional & criminal, that is particularly suited for his criminal investigations. Here's a bit more about the two volumes in the series that have already been released:

*Past Crimes*, published in 2015, finds Shaw summoned back to his childhood home in the Pacific Northwest by his thieving grandfather. Trouble is, when Shaw arrives, his grandfather has been critically wounded in a shooting. Given the grandfather's past deeds, the attack is no surprise, but Shaw has a deep sense of loyalty that compels him to find the culprit, even though he & his grandfather parted as sworn enemies

some years before. Shaw's investigation will lead him through a complex network of old crimes, riddled with violence. Expect some highly unorthodox crime-solving.

*Hard Cold Winter*, which just came out this month, finds Shaw embroiled in family matters once again. Will Willard, an old friend of the grandfather from the debut novel, approaches Shaw about the disappearance of his niece, Elena. Hoping this will be an easy matter of a quick search, Shaw agrees to help, but this investigation turns sour early on when Shaw discovers the dead bodies of both Elena & her boyfriend. Things don't get any easier for Shaw when

another Ranger from a past deployment in Afghanistan arrives needing help. As Shaw has problems with PTSD, this crime story has become a personal nightmare. For readers who like a complex crime investigation with a good share of violence, this series holds promise. J. A. Jance & Lee Child give it high praise!

~ Marcy Allen

