

**December 2017
Directors' Meeting
Manhattan**

Niche Academy Kickoff <https://my.nicheacademy.com/nckls>

Niche Academy will be released on January 2, 2018. There will be a lot of ways for patrons to get into Niche Academy. There will be a shortcut on public service computers in all libraries, a link on the NCKL website, and you will be able to add a link on your WordPress site. We are still working on putting Niche Academy on the splash page on Verso, or to see if that is possible. The nice thing is the Niche Academy should be familiar to anyone who has ever used YouTube.

Sexual Harassment at work video and discussion

Check with Teri for the video.

Email 12/8/17: Yesterday at the December Directors Meeting we watched a training video on harassment in the workplace. NCKLS will purchase this video after the first of the year in order to allow us to take it out to our libraries.

NCKLS Services Survey. Please fill out the online survey. The feedback is important and is used to allocate resources for the coming year. The deadline is December 18th.

Library Legislative Day

Legislative Day is Tues, Jan 23, 2018. Each Legislator will receive a "goodie bag." The night before, are plans for a bag stuffing party in Topeka. NCKLS is making a button to wear. Please hand a Legislator information about your library, as they go in. The House convenes at 11:30 and Senate at 2:00, 2nd floor of the Rotunda. Create handouts containing Info graphics, your annual report, what you give out about your library, your Storytime calendar, etc. This can be included in the bag if you can get it to Carol before then. In addition, contact your Legislator before they head to Topeka and remind them what your library does for the community. Quantify your library with information, for example - Hartford served 500+ meals last summer. How many people filled out job applications or taxes at your library?

See "The Small but Powerful Guide to Building Support for Your Rural Library" at the following link:
<https://tinyurl.com/y8r3yzk2>

Update on collecting data on out of area library patrons.

Patrons who don't live in your tax area, but services are provided to-is what is needed. Manhattan purged 13,000 records including the people that haven't been inside the library the last three years. If you have concerns about your reports, add a note that a purge of expired card holders was complete, and this is the count for the current card holders. Please complete and update the records by March.

Tech and Service Improvement Grants. Tech Grants and Service Improvement Grants are done for this year. However, Jan 1st is the beginning of the new cycle. Make your requests as soon as you can, as the first Executive Committee Meeting is the last Thursday of January, 2018. It doesn't matter when in 2017 you asked for a grant. You can ask right away in 2018.

E-rate year starts July 1.

ESG money will be available Jan 1st. Cherie is completing this year ESG funds.

Good Idea grants are available this year. They are \$50.00

CE (Continuing Education)

Canva is a free cloud based tool able to create professional looking flyers, images, and more. Please register if you would like to attend Canva in Abilene on Jan 17th and in Clay Center on January 24th.

Summer Reading Workshop is March 1. The theme is "Library Rocks." This year's workshop is located across the street at the Methodist Church, which is walking distance from Manhattan Public Library. Please volunteer if you would like to host a craft workshop.

Dates for the 2018 Directors' Meetings (all are Thursdays)

- Feb 1 Online (zoom)
- April 5 Herington
- June 7 Online (zoom)
- Aug 2 Annual Meeting at Manhattan and Directors' Meeting
- Oct 4- Marysville
- Dec 6-Dorothy Bramlage JC

Library Reports

Burns-There is one board position to fill. There are lots of books on the 'for sale' shelf that are not moving, so it was decided to have a craft contest to repurpose any book from the sale collection and partner it with foot traffic.

Peabody-In 2017 we finished a major remodel of the basement, and a lot of other projects. 2018 will be more difficult-we will lose 2 board members. This board has been fantastic and works well together. If an idea comes up then more ideas are generated from that so it has been great. ESG funds will go to replacing lights in the basement. A lot has been done, but there is more that needs worked on. Peabody needs workers to run the Summer Reading program. The Director cannot run Summer Reading and run the library too, so the issue is how to bridge the gap? The board is talking about starting a Storytime. There are 18 retired educators living in the community and the question has been asked if they will volunteer for Storytime's. There has been great feedback, and great things being said about the library. Here is a good problem...what do you do when you have 30 people in library with one staff person?

Abilene-Homeland Security did an assessment of the building. Suggestions were given and they were all helpful things like carbon monoxide detector, door locks, and other things to think about. A list has been presented to the board, and are waiting on a response.

Kim and Duane -Twelve tech grants were approved last Thursday with new computers being purchased. Staff has been doing auto backups. If you want auto backups, or not, let them know. The backup process will back up the QuickBooks folder and the Document folder. Leave your computers on for Windows updates to occur after hours, and turn your monitors off.

Susan Moyer-Local Emergency Staff came to evaluate the facility with an eye toward an active shooter situation. We are working on a building project. Private funds will pay for it, then public grant money will pay for what is left. There are lots of people involved in the process and it takes tremendous amounts of time. Summer Reading will be different this year since it overlaps with end of school year. This year it will start on May 2nd. Staff is working to create partnerships in the community. On a happy note, staff wanted to do something for libraries destroyed during hurricane Harvey. They decided to adopt Ellis Memorial Library where the library is currently operating from

a folding table in a community center. Fines collected in November to donate to Ellis Memorial Library totaled \$1200.00.

Clay Center- In 2018 Clay Center library will be renovating. The windows are still being installed, and the exterior will be painted with a Carnegie paint scheme. Staff has started using technology for using Good Reads, and different book websites to recommend authors to patrons. Verso training videos are helpful to staff. In summary, construction and learning is the plan for 2018.

Manhattan. In 2018 Manhattan Public will be starting to remodel the 2nd floor area. It will include a teen area.

Marysville-2018 will focus to improve the user experience at library. Staff has been polling patrons, particularly travelers, on their first impression of the library. Does it look cluttered, what is the atmosphere of library, etc? Youth programming was good, teen programming is building. Adults is the tough program now. Adults check out books, but do not attend programs. An idea of how to combat that is to have a Mystery Month at the library. Every Tues there will be something. A few weeks ago, they did Breakout Boxes at 5:30 for kids, and 7:30 for adults. Last month, and very popular, book bundles were put together and patrons love it. Patrons are calling asking for subject bundles, which is no cost programming. It was suggested to include books that don't circulate much, to increase their circulation. MPL has book bundles in Children's.

Hillsboro-Hillsboro has increased Facebook views to between 30-50, with joke of the day, each day. The Director is training a new staff member for the Children's position. Recently, several local college seniors who needed to do community service came and helped with the weeding project, which was very helpful. It so happened that two of the five seniors were Elementary Education majors and they helped with the Annual Down Home Christmas Celebration where Christmas Storytime and craft projects we offered all morning.

Leonardville-2017 – In the past, Story Times were not attended. The board and director took Storytime to a Daycare with 9 kids in attendance. The book was "The Napping House," where reading, games, and songs, took place. Staff will go back every 3 weeks taking new books each time to build up a story time **where the kids are**. In 2018 the focus will be on weeding. NCKLS volunteered to help weed.

Herington-Staff has completed several Storytime's. These craft events have been held on Saturdays from 4-6pm, where over 100 patrons have participate. Staff has completed weeding upstairs, now are needing to complete weeding downstairs.

Denise-Nikkie is traveling on the Rotating Book van with Denise.

Abilene- Along with the safety assessment, it was decided to install panic buttons on desks in all the offices. In order to contact police, one must hold down the button. The Children's dept. in the basement is isolated, so this would help if something were to happen. There are issues such as who needs to be notified if someone presses button, and what would happen upstairs if someone presses the button downstairs. The Children's dept. has been very busy with three train rides with Santa coming soon. There will be a new limestone sign outside the bldg. Money from a memorial in memory of their student worker that committed suicide will fund this project. Friends of the Library will put together a Board and decide what to fund for the coming year. There will be a Book Sale in April.

Marcy-The Adult collection was deeply weeded, and the large print collection was moved from 1st to 2nd floor. There is much better light and it is easier to access the books with this change.

Elm Creek-In 2017, Elm Creek Library received new windows, but the library is still drafty. Staff is doing a major weeding project. There are plans to shorten the summer reading program or adjust it, with 4H as competition. There are plans to try to do a monthly challenge and give prizes away to attract foot traffic. The library received three very large portraits from a local artist, where two will be located at the community building, one in the library. Santa will be at the library. There are plans to start several projects in 2018.

Americus-Americus is weeding. Kansas Reads to preschools was held last November. Started Teen night.

Allen-Allen had two book signings, one was a veteran memorial book. The library hosted a painting fundraiser for the Veterans Memorial which is being built. The goal was 15, but 25 painters came. There are plans to do a painting class once a month. With a new front door, it is much quieter inside. There are plans for an Open House on Dec 14th. The library is partnering with the Telephone Company for a Santa Story time which will be on the 20th of Dec.

Nikkie- Nikkie will be traveling with Denise on the Rotating Book Van trying to get to know each community. She will be working on new maker space kits after the first of the year. If you have questions, ask.

The next meeting is in February, online.