

**Directors' Meeting**  
**October 5, 2017**  
**Allen Library**

**Niche Academy:**

**Ben Openshaw** presented, using zoom, on Niche Academy. Niche Academy's focus is better resources for patrons with less staff time, specializing in online training videos. Niche Academy is library focused. Niche provides 60 videos that are kept current at all times.

Niche Academy is customizable – things can be added to offer to patrons, and changes to the existing content can be done. There is no enrollment, but there is a way to track patrons if necessary.

The service population cost for 200,000 people, for 1 year, is \$3800.00. There are different pricing tiers. For 6500 people, the cost is \$1000.00. The price covers anything and everything Niche has.

Examples of Niche Academy use: How to use Baker and Taylor and Sunflower e-Library, are some examples. Staff would use Niche Academy to train themselves. Libraries can put a link on their website and Facebook to allow Patrons to use it.

**Video from ALA Active Shooter and Violence Prevention**

Run. Hide. Fight. Survive an Active Shooter event.

<https://www.youtube.com/watch?v=5VcSwejU2D0>

<http://lj.libraryjournal.com/2016/07/shows-events/ala/active-shooter-policies-in-libraries-ala-annual/>

Objectives: Behaviors of concern, what do we want to look for and have situational awareness.

OSHA says all employers have a responsibility to maintain an environment free from violence and free from harm or death.

Libraries can be the eyes and ears of potential danger. Be alert to things or people that 'do not fit.' Start giving special awareness to something that 'isn't normal.' Have a warm greeting, and maintain eye contact. Give the impression that everyone is entering a safe environment. Know conduct policies, and codes of conduct. Know how to respond to unauthorized or people making others uncomfortable.

Situational awareness is very important. Have an awareness so that you can become alert to potential behaviors. Red flags could be people wondering around tables or the parking lot. Is someone looking over their shoulders for staff, or looking at others' property. Normally people come in and get what they want looking at magazines or books, not for people/staff or at belongings.

Qualify to the patron, what you are looking for? What can we do to help you right now? Call 911 if need be.

Active Shooter. Individuals that come into a facility with the purpose of harming people. 60 people a year get killed in active shooter situations. Go into a mindset of survival. Where are my exits, where are my hiding places, what are barriers to keep people out

Mentally prepare yourself, role play situations. It wasn't raining when Noah built the Ark.

Check the Department of Homeland Security for videos and additional info on strategies on active shooters, as well as local Police departments.

### **Update on collecting data on out of area library patrons in Verso:**

The goal is to have each library's current patron count, by March. The number of patrons who reside outside your city limits, is the focus. Verso libraries are collecting the data in a required field. The state knows the population, they are looking for **circulation**. Use the Rural Directory from your Courthouse if it is available.

**Niche Academy Discussion:** What do you think about what you have seen on Niche Academy on Zoom today? The trial period is two weeks, starting today. The cost is \$3800.00 for one year. Discussion and summary: What they see they like, so far, and there were questions about the price. An advantage to purchasing Niche Academy, is the video content, which people look for more than reading content, in Niche Academy is always current.

Please look through the content in the next two weeks, fill out the survey that will come, and let us know what you think about what Niche Academy offers.

**Tech & Service Improvement Grants:** There is still money available for both grants. The deadline is November 15, 2017. The next Executive Committee Meeting is November 28<sup>th</sup>. This is the last meeting of the year to approve grants.

The **Good Idea Grant** is opened to more than just summer reading ideas and can be used for fall programming as well. The Good Idea Grant is \$50, one time a year.

**CE Grant** money is available. Plan to go to KLA, Kansas Library Association Conference, which is Oct 25-27 in Wichita. Apply for this grant to defray the cost.

### **CE Update:**

Check the website for all CE offerings

- October 9-Youth Workshop and NCKLS will be giving away iPads
- October 19-Patron Computer classes – located in Marion
- October 30-Learning Express - located in Junction City
- November 16-Canva - located in Marysville
- More Canva in January 2018-located both in Abilene and Clay Center
- November 10 is Necessary Knowledge Live. Check the **KNOW** system for the matrix of Necessary Knowledge times and workshops. The two speakers are Jared Richards on

Fake News, and Janelle Mercer on Cyber Security 101. Marcy will present on Sunflower e-Library, Carol will present on Verso Cataloging. There are still spots to fill for sessions.

## **Library Updates:**

**Allen Library.** The County Commissioners gave Allen Library funding to be a Safe Place. A Safe Place is designed that if someone at home is causing harm to a minor, the minor can call someone in a public place for safety. The attacker won't know why the victim is in the public place, but the victim can then get assistance.

**Americus Library.** Americus is a Safe Place also. The library was closed for three days to rearrange. Patrons like the new arrangement.

**Pott-Wab**-Attended the Kansas Humanities Workshop Bootcamp. This is based in NYC where they talk fast and walk fast. They taught the building blocks of how to tell a good story, with 5 elements of how to tell a good story. The Newsletter is published, with Elizabeth doing a lot of hard work. Wrapping up summer reading, where almost 4000 lunches were served in Pot and Wab County. The Knights of Columbus and Methodist Church volunteered to help, so it went more smoothly this year. The first year the library partnered with Harvesters, and there were some issues. Catholic Charities had a packaged lunch this year, so that was helpful. Staff is being moved up to fill positions, so on this day, and this minute, Pott Wab is fully staffed. There are all new computers in all locations setup with Duane' assistance. That was a big undertaking. Staff is getting ready to attend KLA.

**Waterville** – Waterville Library is sending three Vietnam Vets from Waterville to Washington DC for honor flight. They used to have mail call, so now as a surprise while in DC, they wanted family to send letters to Washington DC to surprise these Vet with a mail call like when they were enlisted.

Another project complete was to give a hand to your service people, thanking them for their service. The project was to trace a hand, and say "Waterville gives you a hand."

**Clay Center** – Clay Center will be getting 59 new windows, costing \$85,000. A large bush was removed in the back, which is now stroller parking space. There are two males signed up for book club.

**Burns**-Burns library had Back-To-School night in September. The person came the further was from Mississippi and helped with the event. A policy was created to give the option of patrons to be able to work off fines if they so choose, rather than to pay them. A patron helped by working off their fines in the Library. Working off fines, in this case, was very successful. Three board members attended the last event and helped with the event.

**Herington**- Herington library is looking for new board members. Staff is completing brick work and other outside work on the building. The fall story time is complete, the downtown event and parade with kids is nearing, and staff is working on weeding records to find the patron count.

**Hillsboro**-Hillsboro has been working on weeding. In August, a local college sent fifteen students to the library to help clean windows. A group of guys and gals worked to empty several oak book shelves and moved the shelves to form a "U" shaped alcove with the Lego table inside. This new design looks like it has been used more. A staff member is resigning due to health reasons, which will result in new staff to be hired.

**Hope**-In Hope the air conditioner is not functioning. New Directors' first board meeting is coming up.

**Peabody**-Peabody has two board members that have to come off the board. The board has several ideas on the table, and with the two board members leaving, the future is unsure on these ideas. Staff is working on newspaper digitizing, and the high school yearbooks will be digitized. Other projects finished this year is the lift and a new roof was complete in 2017. Currently, work is being done on the employee handbook. New lights were installed for the meeting rooms, which makes them noticeably brighter now. In addition, motion sensor lights were installed. Recently, there was vandalism-some kids broke the hand rail in front of the library which costs \$780.00 to replace. They also tossed pop bottles on roof, pulled plants out of planter, etc. Rodger is getting ready to attend KLA and will be working to update Patron records. Landscape work was done and grass seeded and watered. Several upcoming Town Hall Meetings are coming up. Trunk or Treat needs used kids' books, and was very successful again this year with extra purchased summer reading bags to distribute for kids to fill up with candy and treasures collected from this project.

**Abilene** – Abilene has purchased a new copier and new staff computers. Staff is working to shift and rearrange large print books. A new outdoor sign will be coming soon, the old one was broken. Are others experiencing afternoon slowness in Verso? The Firefox browser seems to work the best with Verso, and others offered resolutions. A new policy has been put into place where age 14- age 18 patrons need to sign up at the front desk and get assigned a spot in the library to hang out with 4 or less patrons at a time. Under that age, they signed up in the Children's, and are assigned into groups. Some kids were signing up and some are not. It has been stressful while patrons are settling into this new policy. The Children's librarian and Wendy will be handing out books at an upcoming Parks and Rec program in October.

**NCKL** has a new pop up canopy and weights that can be checked out for use in any event. 10 ft. X 10 ft. It can be raised up to different heights. The canopy and weights can be sent on the courier, or taken to your library via the book van.

NCKLS also is offering information on starting a Kansas Rural Communities Foundation. A sheet was distributed for you to gather current board members and their contact information. Small libraries can put gift money into the fund, but no tax money can go into the fund.

**Marcy**-staff recently completed a huge move project. The move project accomplished what it needed to, by taking books off top and bottom shelves for patrons. Currently staff is working on DVD inventory to make sure all DVD's are in their case. She is working on Necessary Knowledge with hopes you all will attend the event. The large print books are located on the second floor now, with a seating area and with better lighting. There is also nearby assistance from the adult services desk. The new location of large print books is an easy walk with the elevator for assistance.

**Linda**-We are not able to carry things for other entities on our courier. There are so many good causes that we cannot help everyone.

A current topic is safety issues and other things that can happen in a public library. RCPD and Homeland Security has completed a walk through with MPL Managers. The best defense you have is **good customer service**. Be kind and polite. Call the police if you feel the need. If the call is nothing, that is okay, it is Police responsibility to take care of safety issues/concerns.

**Duane**- Bit Torrent monitors the download of things that could be illegal such as TV shows or music. Bit torrent is added into the router which causes a slowdown. Four library locations have been complete. You will know when your router has been affected. If someone complains that their internet is crawling, that might be a red flag. In addition, staff is working on a solution for backup for staff machines.

**Next Meeting is in Manhattan on December 7, 2017**, where we will offer soups and salad for lunch and a Christmas Cookie Exchange.