

## 2020 Mid-Year Activity Review

On March 17, we closed the NCKLS office in the Manhattan Public Library and began our adventure in working from home. As our libraries closed or changed their service plans, NCKLS staff delayed plans and goals we had put in place for 2020 in order to deliver the services that were needed during the closure.

Fortunately, most of the NCKLS staff already had laptops they were using to work from system libraries. We assigned computers from our travelling laptop lab to those who needed them. Five NCKLS staff have cell phones provided by the system to allow them to be in communication when they are out of the office. This provided a handy way for us to stay in communication with staff and system libraries as we worked from our homes.

At the beginning of the shut-down, we had very little information about the possible transmission of the virus on library materials, so we suspended rotating book deliveries until there was more information available. We learned from a study conducted by the Institute for Museums and Library Services and OCLC that the virus stays on Mylar book jackets for about 72 hours. This allowed us to create a plan to resume rotating book services June 1. We decreased the number of books in each delivery in order to manage a quarantine space near the NCKLS office.

Our book vendor, Baker & Taylor, also closed during this period. While libraries could continue to create “carts” of books to be ordered, the orders couldn’t be filled.

We held our annual book fair via Zoom with 34 attendees. Kaite Stover from the Kansas City Public Library presented “Talking About Reading / Talking with Authors”; Bethany Martin from Faith and Life Bookstore in Newton shared “Book Shelfies with Bethany”; Sandy Wilkerson coordinated several youth librarians in a discussion of the best in children’s books and Marcy inspired everyone with her annual best picks.

On May 1, Duane and Carol drove to Ottawa, KS to pick up 45 gallons of hand sanitizer from the Buck U Distillery. The following week, we rearranged some of the office space in our area. NCKLS staff returned to work the week of May 11. We now wear masks in the public areas, have shut down our kitchen area, and routinely sanitize counters and shared and individual equipment. We do our best to maintain social distancing. No one in the office has needed to quarantine.

Staff stayed productive maintaining their usual duties remotely. Staff whose jobs entailed more hands-on tasks took the opportunity to train on topics that will help them provide service in the future. We asked staff to report on the tasks they accomplished from home during the shut-down. Here are some highlights:

## Duane Mayer—Technology

- Monitored and updated DNS servers – daily
- Attended MPL Staff meetings – daily
- Remotely updated library computers
- Remotely monitored and updated wireless networks- daily
- Remotely monitor and update each library's Mikrotik router
- Finalized eRate contracts for year July 1, 2020 through June 30, 2021
- Worked on updating tech plans for various libraries

## Marcia Allen – Collection Services

- Greatly increased downloadable holdings in Recorded Books and the iCloud through the state library
- Presented Book Fair new adult titles on May 7<sup>th</sup> via Zoom
- Worked with system libraries on TS 360 cart building
- Assembled TS 360 cart for rotating collection for inspirational titles
- Maintained routine monitoring of journals for ordering and created TS 360 carts from them
- Directed Baker & Taylor to stop-ship on rotating and system TS 360 carts
- Reinstated Baker & Taylor shipments once libraries re-opened

## LaDonna Clark -- Technology Trainer

- Cancelled 11 in-person training events
- Conducted 32 one-on-one Word Press Elementor training sessions, averaging 2 hours each, over Zoom and ScreenConnect during March, April, May, and June
- Four libraries designed their websites in Word Press Elementor during the stay-at-home-orders.
- Three more libraries are completing their designs and are ready to go live.
- Completed accessibility testing on each site before it was released.
- 11 more libraries are in the test environment working on their designs.
- Viewed Verso UX tutorials to prepare to help libraries create splash pages
- Attended the University of Wisconsin online course on Website Accessibility

## Kirk Hargett - Acquisitions

- Completed record requests
- Placed B&T orders
- Processed invoices in Verso; then scanned & emailed information to Jenn
- Saved invoice & transaction data to record in Quicken upon returning to office
- Worked on NCKLS processing workflow map
- Watched cataloging webinars via WebJunction
- Answered email
- Participated in a few Zoom meetings

## Sandra Wilkerson – Youth Services

- Attended youth services meet up sessions- discussed current situations, summer reading, storytime, teen discussions
- Attended statewide consultant meetings-SysCon, KLCY, CSLP
- Attended small group KLCY meeting
- Read book reviews, created Baker & Taylor carts for ordering
- Continued work on William Allen White Committee—April, June deadlines
- Completed book fair presentation prep, book fair committee work, conducted session, created handout
- Contacted libraries, attended statewide meetings and training sessions, followed up with libraries on Reader Zone
- Collected articles, created newsletter, edited, emailed, posted NCKL newsletter
- Updated summer reading info, newsletter info on Website
- Attended Zoom meetings—executive committee, staff meeting, director meetings, manager meetings, youth services meetings
- Worked on Kansas Reads to Preschoolers Committee, attended Zoom meeting
- Attended webinars-(ESU, School Librarians, KLA, PLA, ALA, census, summer reading badges, NNML, ApPLE, MALA, Amigos, CSLP, summer food program, storytime, team morale)
- Emailed, phoned, texted with NCKL member libraries and NCKL staff

## Carol Barta – Assistant Director

- Coordinated Zoom rooms for NCKLS and daily Manhattan Public Library staff meetings
- Consulted with directors, board members and municipal officials to assist libraries closing to the public
- Worked with libraries to modify their services to meet the needs of their communities
- Monitored information from CDC and NIH on best practices for safety during the pandemic

- Prepared and sent information to libraries on cleaning products and methods for keeping libraries safe
- Researched options for partitions for libraries to use
- Coordinated purchase and delivery of hand sanitizer and gloves for all system libraries
- Worked with presenters to produce the annual book fair
- Worked with staff to craft a reopening plan

#### Teri Belin

- Worked with Manhattan's IT to implement a new scheduling, time and attendance software. NCKLS staff will be able to submit time off requests, time worked for payroll, track leave balances, view their own and their co-worker's schedules. The software allows NCKLS staff to clock in and out using their smartphones when out in member libraries. This software will be fully operational for NCKLS staff later this year.
- Prepared a self-directed supervisor training curriculum.
- Worked with system librarians on human resources issues.