



# NeCessary KnowLedge

## DIFFICULT TIMES

To slow the rapid spread of the COVID-19 virus, Governor Laura Kelly issued a statewide stay-at-home order, beginning Monday, March 30, until at least April 19, 2020. This action ends a “patchwork approach” of decisions made at various local levels in order to better control the spread of the virus. As public and social spaces, many libraries across the state have already closed or reduced services prior to this order based on local recommendations and/or county orders.

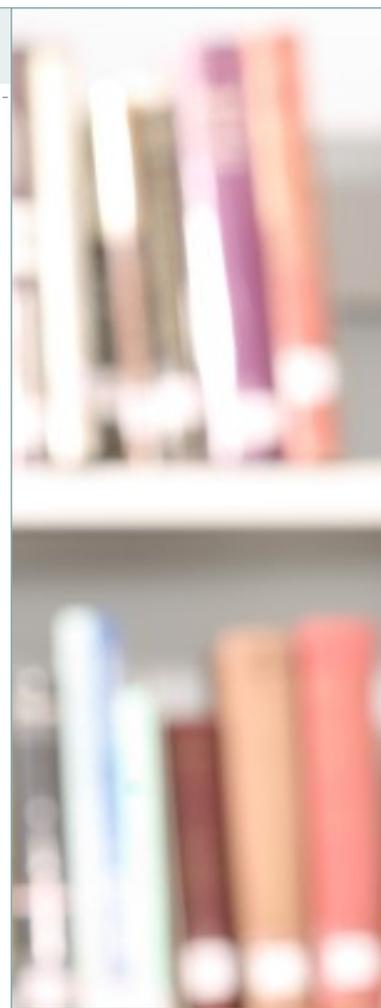
The state-wide order suspends all activities except essential services related to food, health care, family care, and a few other exceptions. Library services are not part of these exceptions. The purpose of the order is to limit social contact and movement through communities.

During this time NCKLS offices will be closed. The Manhattan Public Library, which houses NCKLS will also be closed. Only essential staff will be allowed in the building to check the facility, address IT emergencies or conduct immediate business.

Until further notice:

- Staff travel to member libraries and meetings is prohibited.
- The rotating van collection will not operate. Large print deliveries for adult care homes are suspended.
- State-wide courier service and interlibrary loan remain suspended.
- Books ordered and processed through the NCKLS processing center will not be distributed, pending vendor operations.
- NCKLS programs and face-to-face training are cancelled.

NCKLS staff are available and will continue working from home to provide support by email, the cell phone numbers listed on the [NCKLS website](#), or other remote methods. Staff are able to check messages on their work phones as well and will return your calls.



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## IMPORTANT UPCOMING DATES

- NCKLS Executive Board—April 9—Zoom
- Book Fair—May 7—Zoom
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## FRONT PAGE CONTINUED



### ANNOUNCEMENTS

When trying to pick selections for Title Source 360 carts, don't forget about the Baker & Taylor ready options at your fingertips. The new release calendar is ready for immediate use, and the "Growing Minds" (for kids and teen releases) and "Forecast" (for adults) publications are current.

An additional bonus is the removal of paywalls (at least temporarily) on their websites for trade publications. "Booklist" and "Library Journal" are both allowing for free access until further notice. You may have to register, but content is free.

During this time assistance includes:

- Recommending work that librarians can perform from home: including training, policy development, planning for the future and dealing with the present challenges at hand.
- NCKLS will still accept grant applications as outlined on the [NCKLS website](#).
- NCKLS will increase the number of items ordered for the digital collections hosted by the State Library of Kansas to offer more online resources to patrons in their homes.
- For security reasons, we cannot set up screen connect options for your home computer. Access to the administration of your website must remain at your library and cannot be done from your home. NCKLS staff can help you make changes as necessary.
- Staff will continue to seek and share ideas for services to children during this time with links to online story times, enrichment activities and eBooks.
- Staff are working on solutions for summer reading programs to address the delayed start this year, with fewer resources at hand.
- Plans for the May 7 Book Fair are under review and include using remote meeting options.
- The NCKLS Executive Committee will meet via Zoom on April 9.

While libraries are closed there is still work to be done. NCKLS libraries have the ability to:

- Continue to build Title Source 360 carts of book orders. They will be ready to order when NCKLS service resumes and the vendor is operating.
- Members of the Sunflower eLibrary consortium may continue to add titles to this digital collection. This is the time increase the holdings of digital collections. Publishers have lifted some restrictions on limits and some prices have dropped.
- Work on your grant requests for Technology and Service Improvements
- Direct your patrons to the number of state-wide resources at <https://kslib.info/128/Digital-Book-eLending>
- Look for ways to stay connected to patrons through social media, email, your website, or phone.
- Participate in the wide number of online training opportunities available to librarians
- Stay in touch and stay informed through the [NCKLS website](#). Check your email and phone messages. Staff will be able to provide you with some work-at-home tips.

While it is difficult to temporarily close the door to the important services libraries offer, the risk to library staff and visitors to the library requires these measures to ensure public health. Archives of the Manhattan Public Library noted similar measures during the 1918 outbreak of influenza and the polio scare of the 1950's.

Focus on what can be done during this uncertain period until it is time to open the library. The most important job at hand is to practice the federal, state and local recommendations for maintaining personal and community safety



## TECHNOLOGY NOTES DURING COVID-19

- Please leave power to your router and wireless access point on. This is a service that your library can provide to your community during this time.
- Leaving workstations and printers on are optional. The advantage of leaving them on is that updates can take place, however NCKLS can catch these up when you re-open.
- The E-rate deadline has been pushed back to April 29. Staff will be in contact if any items are needed from you.
- Please let Duane know if your internet provider has changed your bandwidth during this isolation time (I am already aware of the TCT libraries). We need to know for e-rate purposes.
- You may have some Board members with terms expiring April 30. Duane will send an email of any positions open.
- For security purposes – the restriction to limit administration of your website will remain at the library location.
- Duane and Kim are available for consulting while at home. Please email, text, or call the cell phones if help is needed.

## ANNOUNCEMENTS

Several libraries have asked about safe practices for circulating physical materials during a pandemic with curbside or delivery service. There are no definitive answers at this time. This recent article [“How to Sanitize Collections in a Pandemic”](https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/) in American Libraries provides some guidance, [Ewen, Lara. “How to sanitize collections in a pandemic” American Libraries, 27 March 2020,

[https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19.](https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/)]

NCKLS will update libraries as information becomes available.



North Central Kansas  
Libraries System

**NORTH CENTRAL  
KANSAS LIBRAR-  
IES SYSTEM**

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Manhattan, KS 66502

Phone: 785-776-4741  
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E-mail: [cbarta@nckls.org](mailto:cbarta@nckls.org)

[WWW.NCKLS.ORG](http://WWW.NCKLS.ORG)

The complete wording from the Stay at Home order no 20-16 from Governor Laura Kelly can be found here:

<https://governor.kansas.gov/wp-content/uploads/2020/03/EO20-16.pdf>

## ONLINE TRAININGS

### **WebJunction -- Library Learning site**

**Welcome to the WebJunction Course Catalog**, where library-specific courses and webinar recordings are available for free to all library workers and volunteers. Through the generous support of OCLC and many state library agencies across the US, WebJunction provides timely and relevant learning content for you to access anytime, from anywhere.

**All new learners need to create an account.** Select “Log in” at the top right of this page, and then “Create new account.” Once you’ve created your new account, explore the catalog of library-focused self-paced courses and webinars. Certificates of completion will be available to you after you have completed any course or webinar.

<https://learn.webjunction.org/>

### **State Library of Kansas**

The State Library of Kansas has archived webinars about using all the state provided online resources.

<https://kslib.info/305/Training-Librarian-Documents>

Both Learning Express and Universal Class have training on everything from computer skills to teacher resources.

### **NCKLS**

Don’t forget the NCKLS Website (and many of yours) have the Niche Academy slider on the right hand side. Besides being the access to the homelessness training, there are a number of tutorials for the public that librarians should know about.

And you can also use this time to create or update your policy manual. For inspiration go to the NCKLS Wiki at [http://nckls.pbworks.com/w/session/login?return\\_to=http%3A%2F%2Fnckls.pbworks.com%2Fwp-content/uploads/2020/03/EO20-16.pdf](http://nckls.pbworks.com/w/session/login?return_to=http%3A%2F%2Fnckls.pbworks.com%2Fwp-content/uploads/2020/03/EO20-16.pdf)

## ONLINE CONFERENCING HELP

Many of us are using online meeting software to continue to work and interact in this time of social distancing. Helpful videos on using the websites can be found.

ZOOM: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Microsoft Teams: <https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

Facebook LIVE: <https://www.facebook.com/facebookmedia/blog/tips-for-using-live>

## FROM THE CDC

### Notes on disinfecting circulating books:

”The Northeast Document Conservation Center (NEDCC) recommends a 24 to 72-hour quarantine of returned books as the safest and most effective way to disinfect them. A study that is currently in pre-print has just been released showing that COVID-19 will last on surfaces such as cardboard for 24 hours. The study also indicates that COVID-19 lasts on plastic surfaces for up to 72 hours, making this an appropriate time for books covered in mylar or other plastics as well as other plastic circulating materials, such as CD’s and DVD’s.”

Complete article can be found: [http://www.ala.org/tools/sites/ala.org/tools/files/content/UPDATE\\_NEDCC%2orecommendations%2ofor%2odisinfected%2obooks\\_Mar2020-converted.pdf](http://www.ala.org/tools/sites/ala.org/tools/files/content/UPDATE_NEDCC%2orecommendations%2ofor%2odisinfected%2obooks_Mar2020-converted.pdf)

## YOUTH SERVICES

Imagine your story this summer in the library. As you imagine, summer reading is going to look different this year. Please take the month of April to imagine all the ways the library can provide service to youth without the traditional building and books that we usually rely on. This might be the summer that we transition to using the terminology summer library program instead of summer reading. In 2020 the library is so much more than reading! Library programming will look different in each community and that is not good or bad, it just is exactly what your community needs at that time. Remember that we don’t have to have all the answers and we can do what works for right now. It will all be different the next time we do this. But for right now, it is going to be good enough for right now.

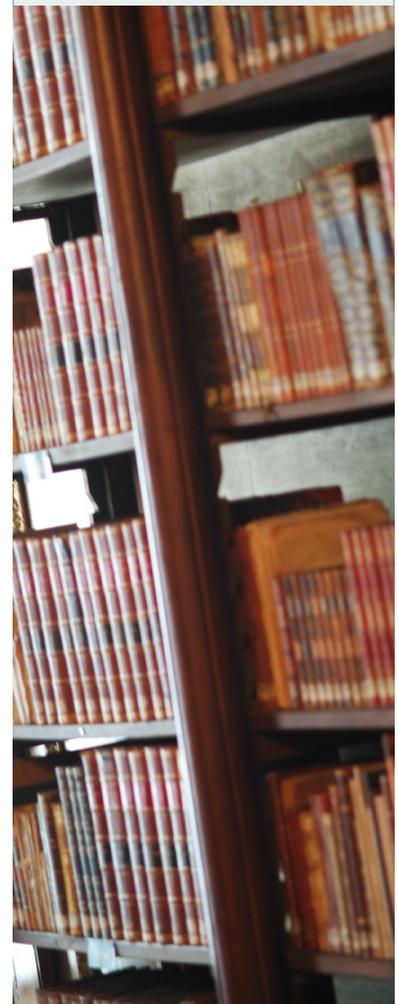
### Facebook resources:

Groups to follow—Programming Librarian Interest Group, Imagine your Story-SRP 2020, Kansas Librarians for teens, Children and Youth Services Librarians idea share, Storytime Underground, Librarian Bookends.

### Twitter resources:

#kidlitquarantine,  
#childrensbooks,  
#operationstorytime,  
#kidsathome, #bookaday

**Blogs of interest:** [jbrary.com](http://jbrary.com), [everydayreading](http://everydayreading.com), [abbythelibrarian](http://abbythelibrarian.com), [lemonbookshelf](http://lemonbookshelf.com)





North Central Kansas  
Libraries System

**Families First Coronavirus Response Act: Employer Paid Leave Requirements**

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

**Families First Coronavirus Response Act: Employee Paid Leave Rights**

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

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**The Families First Coronavirus Response Act's (FFCRA's) Emergency Paid-Leave Mandate**

The U.S. Department of Labor (DOL) issued its first official guidance for employers and workers about the paid-leave provisions in the coronavirus relief bill that was signed into law on March 18.

The FFCRA's emergency paid-leave provisions apply to certain public employers and businesses with fewer than 500 employees, but there are exceptions available for small businesses and companies that employ health care workers.

The FFCRA defines “covered employer” to include “any ‘public agency’, as defined in section 3 (x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).” The Fair Labor Standards Act (FLSA) defines a public agency as “the Government of the United States; the government of a State or political subdivision thereof; any agency of the United States (including the United States Postal Service and Postal Regulatory Commission, a State, or a political subdivision of a State; or any interstate government agency.” The Labor Department has previously clarified that the FLSA definition of “public agency” includes fire protection and law enforcement activities.

Based on the broad definition of “public agency” under the FLSA, the FFCRA’s leave provisions will apply to all federal, state, and local employers, including state and local law enforcement and fire departments.

Many employers will have to provide up to 80 hours of paid-sick-leave benefits if employees need leave to care for their own or someone else's coronavirus-

related issues. The legislation also updates the Family and Medical Leave Act (FMLA) to provide workers with job-protected, paid leave when they can't work—either onsite or remotely—because their minor son's or daughter's school or child care service is closed due to the public health emergency.

**The paid-leave provisions will take effect April 1 and expire on Dec. 31.**

Although employers will face penalties for violations, the DOL announced a nonenforcement period for employers that make good-faith compliance efforts. Enforcement measures will begin April 18. The department will focus on compliance assistance until then and noted that "good faith" means "violations are remedied and the employee is made whole as soon as practicable by the employer, the violations were not willful, and the department receives a written commitment from the employer to comply with the act in the future."

**REQUIRED POSTER: EMPLOYEE RIGHTS PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT**

[https://www.dol.gov/sites/dolgov/files/WHd/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHd/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)

Source: Society of Human Resource Management, March 25, 2020

## BOOK VAN NEWS

Staff travel to member libraries is suspended until further notice.

The rotating van collection will not operate at this time. Please do not circulate any of the NCKLS rotating books until further notice. Information is being distributed on how long the books will need to be quarantined after they return to NCKLS Headquarters and can be circulated to another community. Denise will be in contact with you when a plan in place as to when the rotations will begin again.

Thank you for your understanding.

## MORE TRAINING OPPORTUNITIES

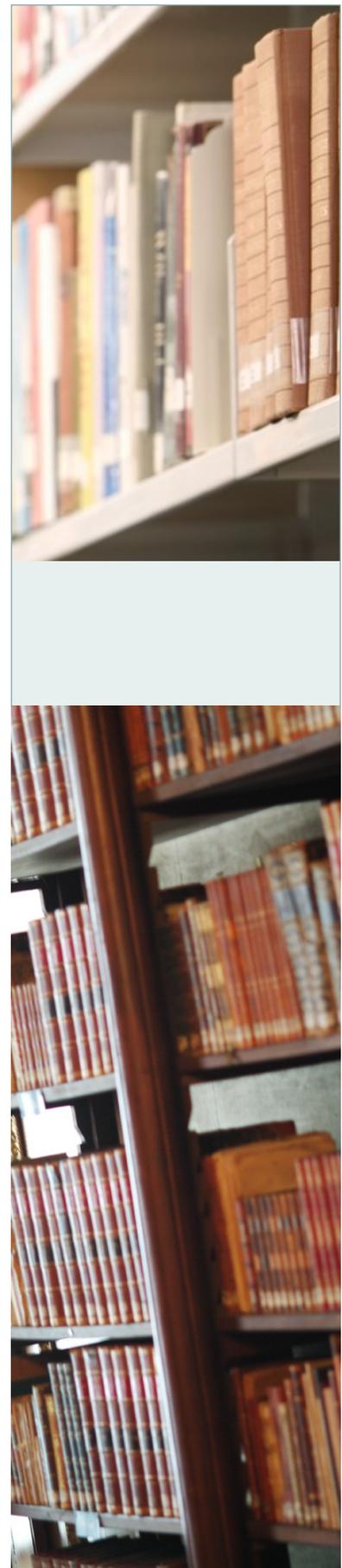
Some of you may be looking for educational opportunities you can complete while the library is closed. The NNLM has 18 on demand courses and 13 webinars scheduled in March and April. The courses cover a wide range of topics and are offered free to members. For a list of webinars and course descriptions click here: [NNLM Webinars for March and April and on demand classes](#). There are tabs at the bottom of the spreadsheet for on demand and March/April webinars. You can also view a complete list of courses on the NNLM website at <https://nnlm.gov/training>.

If you are not a member it is easy to become one. Go to <https://nnlm.gov/user/join>. For more information about how to register for classes go to [https://youtu.be/\\_cAOpwF8Whk](https://youtu.be/_cAOpwF8Whk).

COVID-19 is impacting libraries nationwide. In this time of uncertainty, United for Libraries is opening our online discussion forums to provide Boards of Trustees, Friends Groups, and Library Foundations across the country a place to share best practices, ask questions, seek feedback, and more.

From March 19, 2020, to June 30, 2020, the United for Libraries membership requirement to participate in our online discussions forum will be waived.

<http://www.ala.org/united/>



## NORTH CENTRAL KANSAS LIBRARIES SYSTEM

The North Central Kansas Libraries System is a regional System of cooperating libraries whose purpose is to better utilize human and material resources by sharing programs and services.

### North Central Kansas Libraries System

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## FREE DOWNLOADABLE BOOKS

While we librarians can't get physical items into our patrons hands, we still have attractive options for folks who love to read. Each of the services listed below is free, so we can recommend them to any interested readers. While we're all struggling to meet the demands of our patrons and our own work needs, accessing the sources mentioned below might make your job a little easier.

Keep reading!

Marcy Allen

Offerings available from the State Library of Kansas website:

\***Cloud Library:** this is a large collection of downloadable ebooks, with many titles that are new releases and/or bestsellers. NCKLS routinely purchases new titles for this ever-changing selection. While you may have to place holds, you can browse endlessly.

\***RB Digital:** a very nice assortment of downloadable audiobooks which we all know our patrons love. Again, NCKLS purchases new titles frequently, and you may have to place holds for the desired titles.

\***Freeding:** This service offers immediate access to a nice listing of titles, with no wait time.

\***Enki Library:** a specialized service that appeals to readers who like self-published titles.

\***BookFlix:** terrific digital books from Scholastic that include story books. These are nonfiction titles for kids.

\***Britannica E-Stax:** these nonfiction ebooks are intended for young people from pre-kindergarten to 9th grade levels.

Each of the above sites are listed on the state library's website, along with directions for access.

Other promising resources:

\***Project Gutenberg:** this growing array of over 60,000 titles is a compilation of classics for kids and adults. If you've always planned to read a specific classic, here's your chance.

\***BookBub:** these titles are free for a limited time. There are independent author offerings, as well as bestsellers.

\***Google eBookstore:** a wide selection of free titles.

\***Open Library:** this ambitious site plans to offer every book ever published, hence its eclectic titles. Titles are arranged by subject for browsing.