

NCKL Directors' Meeting
March 6, 2009
Wamego Public Library

Kim Clark – Wamego, served as hostess and Carol Barta chaired the meeting. The meeting was called to order at 10:11 AM.

Present:

Judy Burgess - Abilene	Kara Cromwell – Abilene
Judith Cremer – Pott/Waub	Kay Osthoff – Clay Center
Maribeth Turner – Pott/Waub	Kim Clark - Wamego
Judy Fuemmeler – Herington	Susan Moyer – Dorothy Bramlage
Janet Anderson-Story - FHTC	Fred Atchison –NCKL/MPL
Susan Huddleston - Wamego	Carol Barta –NCKL
Carol Frasure – Chapman	Richard Miller – NCKL
Anne Tegtmeyer – Council Grove	Ann Pearce - NCKL
Alice Jones - Frankfort	Marcia Allen - NCKL
Donna Hobbs - MATC	LaDonna Clark - NCKL
Jamie Kelley - Marysville	

Training/Continuing Education

Carol handed out invitations to the spring 2009 trustee training. The training will take place Saturday, April 25 from 9:00 AM – 1:00 PM and Saturday, June 6 from 9:00 AM – 1:00 PM. The program will be held at the Coffey County library in Burlington with Manhattan participating through ELMER. To register for this event, go to the State Library's website at www.kslib.info and click on Library Events Calendar. Carol also handed out information on DVD that the State Library received from Wyoming. It is a series of vignettes on different topics. Carol suggested a board could go over one of the vignettes per meeting, and then when the board completes the series, the librarian sends in verification for the board. The State Library is no longer keeping track of completion forms. Libraries are to keep track of those. Only send the information into the State Library when the trustee is eligible for certification. Carol also handed out a flyer on the first of two state library directors' certification training. There is a choice of two days – May 7 – 9:00 AM to 3:00 PM or May 8 – 9:00 AM to 3:00 PM. This training is being offered in four places. The closest for NCKL is Lawrence. The cost is \$50. If you attend, you can go to the NCKL website, www.nckl.info and send in the form for continuing education.

Continuing Education Calendar

KLOW Work Session

Thursday, March 19

Council Grove Public Library

10:00-1:00

Register online before March 13

Budgeting with a Purpose

Wednesday, April 15

Presenter: Cynthia Berner Harris

Manhattan Public Library

Registration begins at 9:30

Lunch: \$5.00 per person

Register online before April 10

Book Fair 2009

Wednesday, May 6

Manhattan Public Library

NeCessary Knowledge Live

October 2009 – Date to be announced

2nd annual training day – Sara McFarland from Dodge City will be the keynote speaker. She will talk about FISH, a certain style of customer service. The idea of engaging your customers in what you do.

Budget – Ways to Cut

How do you creatively trim the budget without hurting the library? One suggestion would be to research, identify, and prioritize areas to cut. Present the list to the board which would demonstrate that the library is being fiscally responsive in tough economic times. This is not the time to voluntarily cut the budget, due to the increase in library use. The Pott-Waub board discussed the option of charging for library cards. No action was taken. The board also discussed cutting benefits for the employees. The director needs to be in charge of the fiscal health of the library. There is a new board member that stated her goals are not the same as the library's goals. One suggestion was to look at operational services, such as payroll, lawn maintenance, or insurance and see if these tasks might be consolidated with another entity. The board should talk in generalities and then it is the director's responsibility to take care of line items. What the two counties are doing should be a good indicator of what the library should be doing. You should find out what they are doing with salaries this year and if they are cutting their budgets, it would be logical to think the library would also need to make cuts to the library budget.

In Manhattan, the Director of Finance makes the point that there are three agencies that the city does not control; the Law Board, MPL, and the Health Department. The property tax that is levied that goes into city coffers is about what the public library gets. When city commissioners decide to keep down property taxes, the only portion that the city controls is what

is in the city budget. The Finance Director wants to protect the city budget for city programs. He informs the city commission not to cut the city's portion of the budget. The city runs on sales tax. The library does not have access to sales tax. The library needs to be prepared to justify the library's budget. It is important to find people who will stand up for the library.

System administrators met with the State Librarian. Christie has a guardedly optimistic perspective on what 2010 will look like, simply because of the stimulus package. She testified before the finance committee and the discussion focused on numbers closer to the Governor's recommendations. However, there is prudence in thinking about purchasing options. It is always good management to make sure the money is available before decisions are finalized.

Courier Report

Jim Minges, co-chair of the courier task force, reported that the State Library has contracted with BCR to conduct the vendor bidding part. No decisions have yet been made. Jim did report that they are on schedule. There are two different contracts. The first contract is for the physical delivery of materials. The second piece is to find an entity to run the program. The State Library is putting money in, but they don't own the program. There will be a contract with someone to oversee the program. By July, this program should be ready to go. Rates will not be decided until they have firm numbers on participating libraries. There will be parallel systems (mail/courier), because there will be some libraries that will not participate in the program.

Marketing – Best Practices

Library Use Value Calculator can be found on the Pott-Waub website. You can calculate the cost of how many books you checkout from the library. Write an article for the town paper. Display brochures in the library to show your statistics. Have copies of your annual report to hand out. Design a poster with your stats then distribute them. Compare your numbers or translate your numbers with something people might identify with, for example, the number of library visits this year would fill Bramlage Coliseum X number of times.

Fund-Raising – Best Practices

Clay Center conducted a cookie/candy sale at Christmas time. 180 orders were received from businesses alone. The Friends Group brought in over \$1,500 with the sale. Janet Marler made Christmas ornaments and they also did a library cookbook. Friends groups are very important. In Manhattan, personal appeals made a difference when the city wanted to make the library a city department. When you talk about best practices concerning fund-raising, the best practice is to get a Friends group going. Also, having a brochure describing how a person can support the library would be beneficial. You could also provide donation brochures to funeral home directors and/or attorneys that deal in estate planning. You can have a tree with needs of the library. Pott-Waub did "Love Your Library" in February and had hearts on the tree with different donation levels. The Literary Club gave \$70 for their donation. You can have an "Adopt a Book" shelf that has a collection of new books and patrons can purchase the book for the library. Have a wants list available to hand to people who ask if there is something they can purchase. People are more inclined to give to something specific. For example, Wakefield has just received \$400,000 from a benefactor. It is designated for a building, but they are still in the planning process.

Personnel Issues

Wamego is working on policies and procedures. The leave policy needs some work. How many of you give vacation and/or sick leave to your part-time employees? Different librarians offered to send leave policies to Kim. Different libraries have different policies. You don't have to make a policy for every part-time employee, you can block the hours. The board is most concerned about carry over. At this time, the carry over is 750 hours. Check with other local entities such as city, county, school district, and hospital and be consistent with them.

Recruiting Board Members

It is that time of year to think about replacing board members. It is a year-round consideration and a list of potential board members should be maintained. A good idea would be to ask staff members or current board members for their suggestions. If you have a Friends Group, you can recruit from that pool. The board changes April 30. May 1, you have new board members. Every board member serves a four-year term. So, generally speaking you should have two people going off the board each year. They can only serve two consecutive terms. However, if they replace someone on the board, they can serve out the unexpired term and serve two terms in their own right. Technically, you could have someone serve eleven years. An individual is required to sit out one year before serving again. New officers are elected in May. A good idea is for new board members to attend the April meeting to observe the proceedings. The board member report forms will need to be filled out at the end of May or early June. Keep board members motivated and keep them informed. Dorothy Bramlage has had success with having four subcommittees – audit/finance; building/grounds; planning; and policies. Three board members serve on each subcommittee. Subcommittee meetings are set in advance. This process has made it easier to move bigger issues through the full board. The subcommittees make recommendations to the board. Another good idea is to send a weekly library report through e-mail to board members.

Bookstore Model for Libraries

Once a book leaves the new book shelf, then the book tends not to circulate. Patrons seem unwilling to browse the stacks for their books. Chris Ripple has suggested that new books should go to the very back of the library so patrons are forced to walk through the stacks. Use end caps to highlight a certain part of the collection. Organize your fiction according to genre. Room on your shelf is very important. When you weed, circulation goes up. A good resource is Fantastic Fiction at www.fantasticfiction.co.uk. Another suggestion is to have staff comments about different books on your website or have a staff picks shelf. You can have a table display about a certain author. Stick bookmarks in the new books with read-alikes. The bookmark stays with the book. Personalize your collection. Manhattan staff members have a tag below their nametag that states what they are reading.

NCKLS Budget Report

About 1/8 of our budget is state aid which is a little over \$100,000. State aid is a larger percentage of the system budget. The board will be informed of what the system is prepared to do to meet budget cuts for 2009. In preparing for the March meeting, a list of potential cutbacks was discussed. Earlier this year we had a retirement in Talking Books and on Ann's

recommendation we cut 20 hours from the department. That is giving us a little bit of a cushion for 2009. Also, Talking Books Department receives \$10,000, and it is not a one-time enhancement as thought, but part of the base pay. Taking into consideration these two items, we feel the system will not have to cut services in 2009. We continue to have this conversation. 2010 could be a real challenge for everyone. January collections from the counties are ahead of last year; however we are not convinced that it is a good indicator for the rest of the year. A little nervous about saying there is no problem. We are going to do everything we can to maintain our grants. We feel that would be one of the last places we would go. We will reduce staff travel or OCLC budget; before we will reduce our grants. Communication will happen as needed as we go through 2010. ESG – the second half should be on schedule. Postage: NCKL is pledging \$5,000 and will divide it by percentage.

Next Director's Meeting will be Friday, May 29 at 10:00 a.m. at Council Grove Public Library.