

# System Scene

The Newsletter of the Southwest Kansas Library System

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June 2006

## In this issue

Technology Training	2
Is Your Library Prepared?	2
Spring Assembly	3
20 Year Recognition	3
Stanton County Grant	3
Ingram Discount	3
Plagued by Scratched Discs?	4
On the Move	4
Meade Friends Receive Award	4
KPLACE Graduated	5
WAW Award Winners	5
State Library Launches Audio Books, Music and More	5
Book Selected for Kansas Read to Preschoolers 2006	6
Legislative Session Summary	6
2005 State Library Stats	6
Kansas Library Card Update	7
Watch Out for E-Mail Scams	7

## Calendar

June 9, Ulysses

Executive Board Meeting  
MS Publisher Workshop

August 11, Dodge City

Executive Board Meeting  
Policy Development Wkshp

August 24-25, Dodge City

Emergency Preparedness  
Workshop

September 8, Meade

Executive Board Meeting  
Cataloging/Interlibrary Loan  
Workshop

September 22

Rural Sustainability  
Workshop

## Library Automation: Is it for Your Library?

By Charlene McGuire and Emily Sitz

### Public Library Automation in Kansas

Did you know that 50% of public libraries in Kansas use an automated system, or an Integrated Library System (ILS), to manage library-related information and tasks? Is your library one of those? If not, then the library's staff and board may be discussing library automation in the very near future as the state library has initiated the first of three years of LSTA grants designated to assist libraries in meeting the costs of automation.

At this point, you might be asking what the term "automation" means. Library automation, for our purposes, refers to a software management system for libraries which typically includes – at a minimum – an online card catalog, ideally accessible via the Web, and an automated circulation system.

### Why Automate Your Library?

**Service** – Assists library staff in providing more in-depth reference service through advanced search techniques.

**Much Easier Circulation** – It takes just a few seconds to check materials in and out.

**Create Subject Bibliographies Easily** – Search for and print the results.

**Patron Convenience** – Patrons want to know what you have, what the loan status is, when materials will be available, how many people are on the reserve list, etc

**Statistical Reporting** – Assists with reports for the board, the System, the State Library and other individuals, as well as with collection development.

**Simplify Library Processes** – Automatically create overdue notices.

**Patrons Expect This** – Colleges and universities, schools and large public libraries are usually automated, and patrons, especially younger ones, are growing up in an environment where using the computer to access information is not only an expected convenience, it is a necessary skill.

### How Do You Automate?

Basically, automation encompasses the process of taking information about each borrower and item in the library from its printed form and moving it to an

electronic record. The library moves from an author, title and subject card catalog to an electronic catalog complete with keyword searching. In order to automate, usually some degree of preparation must be accomplished. For example, taking inventory and weeding the collection (pulling out unsightly items, items with outdated information or items which people just don't use) are often necessary steps in the automation process.

### **The Other "How"**

Automating your library will be expensive. Just how expensive the process will be is determined by the nature of the prep work your library staff have done, the type of system you purchase including all the "bells and whistles" you deem to be necessary and/ or desirable, and the type of maintenance arrangement you decide upon.

The LSTA grants offer public libraries in Kansas an excellent opportunity to have the burden of those initial costs alleviated. It is then the library board's responsibility to ensure that the automation system is maintained. So, if you are considering automation then you must realize the ongoing financial commitment and plan for it. After purchasing the ILS, the library will have an annual maintenance fee which should cover software upgrades and software/hardware support costs.

### **A Vision for Kansas**

The State Library would like to increase the percentage of automated public libraries in Kansas from 50% to 80% of the total. An automated catalog is an integral part of a vision for library service in Kansas which emphasizes a patron-centered approach – an easier, "one stop shop" for patrons to have access to the information they want and need.

In the Southwest Kansas Library System, 67% of our public libraries are automated. We have libraries with service populations of less than 250 and more than 25,000. Those libraries which are unautomated and comprise the remaining 33% have service populations which range from 44 to 1,420. A handful within that group is considering automation as a viable course of action. Should you be looking into automation for your library? Please ask your staff and the consultants at your regional library system to help guide you through this process.

## **Mark Your Calendars!**

Technology Training Classes Being Offered in June and July:

The System will be continuing the webjunction.org classes in June and July. In June we will be offering a WebJunction class covering the Policies and Practices section of the site. This section has resources for your library's policies and practices, with guidance on technology planning, acceptable use policies, accessibility, and marketing strategies. This class will be offered four different times and will be one hour long. These sessions will be offered June 13 and 16 at 11:00 am or 1:00 pm. Mark your calendars for another WebJunction session on July 11 or 14 at 11:00 am or 1:00 pm.

The System will also be offering a Microsoft Publisher class on Friday June 9 starting at 1:00 pm. This will be held in the Grant County Library computer lab in Ulysses. This class will cover summer projects you can do such as signs, bookmarks, banners, and paper folding projects (origami and paper airplanes). Registration and more information for this class and the webjunction.org classes will be sent out soon through the System e-mail list.

## **Is Your Library Prepared?**

Emergencies range from minor crises to community-wide disasters. Libraries must be prepared to protect staff, users, collections and facilities in the event one strikes.

Rebecca Elder, preservation specialist with Amigos Library Services, will present a two-day workshop August 24-25 at Dodge City Public Library to help you limit damage and plan recovery procedures.

Day One will focus on identifying hazards and developing a disaster plan. It is intended for current or potential disaster team leaders. This would more than likely be library directors for SWKLS member libraries.

Day Two addresses response and recovery, including hands-on salvage activities. This will be open to additional staff members.

Watch for registration information that will be sent out in early July.

## Spring Assembly Focuses on Board Role in Planning

Sandra LeVan, a member of the Hughes Consulting Group, presented two sessions on board roles and strategic planning for the SWKLS membership during the Spring Assembly. While both sessions covered the same material, the audience and the focus of each were different.

Directors from SWKLS member libraries attended a Thursday evening session with trustees from their local boards. LeVan focused on the responsibilities of the individuals on a board, the role of the board in planning for the library and the interplay between board and staff in the framework of strategic planning.

On Friday, the library directors were attending as trustees for the System. LeVan emphasized the seemingly subtle distinction between being a member library representative and being a system trustee. Talk about roles! System trustees discussed their interpretation of the future of library service and the ideal role for the system to play in that future.

The Thursday evening session was recorded and is available for checkout as a DVD with accompanying handouts. Please contact System staff if you are interested in offering the 1.5 hour presentation to your board.



Tandy Ritchhart, Communications Clerk for SWKLS, was honored at Spring Assembly in recognition of 20 years service to the System. Tandy stated, "I have enjoyed working for the System. It has been a pleasure getting acquainted with the librarians and library staffs."

## Stanton County Library Benefits from Grant

The library users at the Stanton County Public Library received three wonderful Christmas gifts in 2005. The first is a set of 12 English-As-Second-Language videos. Each program in this series covers vocabulary as well as different parts of speech – including pronouns, prepositions and adjectives. Along with this series the library received a Spanish Super Pack. This set of 13 videos provides easy-to-follow lessons to help patrons acquire a basic understanding of the Spanish language. Areas covered include alphabet, numbers, counting, greetings and small talk.

The second Christmas surprise is for the children. The library purchased several Leap Pad Consoles along with games that can be checked out. These consoles and games will further assist the young patron in the reading area, thus adding some fun while they learn. The last gift, not the most important, but maybe the most exciting to some is an Inspiron 9300 laptop computer, an EP729XGA 1600 Lumens Ultra-Portable Digital Projector and also a 60" Elite ez-Cinema Portable Pull & Stay Screen. These items are available for check out plus the library is very excited to put them to good use also.

These three wonderful gifts adding up to \$5,626 are very much appreciated by the staff and library board. The library appreciates the support of the granting foundation, which requests anonymity.

## Ingram Discount Renewed

Ingram Library Services Inc. has extended the special discount offer available to members of the Southwest Kansas Library System for another year with only a minor adjustment to our special freight terms. Details of the renewal offer are attached to this newsletter.

Are you taking optimal advantage of this offer and getting a 40% discount on most books ordered electronically? It's a great way for even our smallest libraries to stretch their book budgets. Please call Emily or Carolyn if you have questions or need more information to take advantage of this offer.

## Plagued by Scratched Discs?

By Bethany Levrault

When I first sat down and attempted to set up the new "ECO-SMART" disc repair and scratch removal system recently acquired by the SWKLS offices, I wasn't sure what to expect. Looking rather like an elaborate experiment from my tenth-grade chemistry class, replete with all the appropriate beakers, tubes, and solutions, the process required to set it up was quite unlike that required for a home computer or VCR.

But one hour later, the machine was happily whirring away, and discs that had previously been scratched to almost inoperability were good as new. A DVD of "Madagascar" that looked as though someone had keyed across its surface was clean and smooth as new, and played beautifully. Other more fortunate DVD's also looked as though they had just been purchased, and I spent several hours happily cleaning all the DVD's I could find.

Appropriate for both DVD's and CD's, the basic theory of the ECO-SMART disc repair is to "sand" down the plastic to the bottom of each scratch. This process, while initially leaving the disc unplayable due to the scratch marks from the "sanding" process, proceeds to a second stage of polishing which leaves a shiny disc that looks like new. To accomplish this polishing, different abrasives made of finer and finer particles are used.

This new machine is available for your use in the SWKLS office. Staff will provide training and assistance in the process, as well as a work area and all the appropriate solutions and equipment. Please give the SWKLS office a call to schedule a time to bring in your scratched CD's and DVD's, and bring your valuable disc collection in your library back to new.

## On the Move

We send our best wishes with Mary Tutyschaevers who is leaving Dodge City Public Library for the Chicago area. Mary will be director of Acorn Public Library, Oak Forest, IL, a part of the Metropolitan Library System. Mary is looking forward to being closer to family, especially her two grandchildren who were born while she lived in Kansas.

## Meade Friends of the Library Receive Award

By Linda Kobs

The Meade Friends of the Library group was the winner of the annual Friends of Kansas Libraries (FoKL) Award. The Meade group was honored at the FoKL luncheon that was held April 5 during the library tri-conference in Wichita. They received a \$100 cash award, a framed certificate, and a one-year membership to Friends of Libraries USA (FOLUSA).



State Librarian Christie Brandau presents award to Cleo Brannon, Meade Friends of the Library

Selection for the award was made based upon the following criteria: benefit to the library, creativeness and originality, and increased community awareness. Meade Friends of the Library host four annual events that result in both community participation and funds for the library. (This year's Lawn and Garden Tour is coming up June 17.) In addition, the Friends host displays in the library's Emily Pinnick Room and sponsor an annual book sale. Items purchased by Meade Friends, including a photocopier, metal storage cabinet, book carousel and a karaoke machine, have benefited the community as well as the library.

FoKL gives the award to Friends groups of varying service populations to recognize excellence and to promote and courage local Friends organizations. Attending the luncheon from Meade were Cleo Brannon and Linda Kobs.

## Congratulations to our KPLACE Graduates!

Kathy Leon, Bucklin Public Library; Rebecca Randle, Finney County Public Library; and Carrie Williams, Morton County Library, completed their KPLACE training at the 17th annual KPLACE Institute in Emporia. They studied "Humanity, Technology, Visibility: The Tools for Excellence," including collection management and readers advisory; marketing; policy development; issues in library technology; and leadership skills and dealing with other people.

KPLACE II studied "The Human Side of Libraries." Sessions included personnel administration and law; library administration skills; board development; legal issues; and library funding. Class members from SWKLS were Marla Dunn, Minneola Library and Debbie Erb, Ransom Public Library.

## 2006 William Allen White Award Winners Announced

*Donuthead*, a story about a fifth grader with a lot of problems, by Sue Stauffacher is the 2006 White Award winner in the third- to fifth-grade category and *The City of Ember*, a story about a fifth grader with a lot of problems, by Jeanne Duprau is the winner of the sixth- to eighth-grade 2006 White Award, according to Joyce Davis, dean of the University Libraries and Archives at Emporia State University and Executive Director of the William Allen White Awards Program.

The authors will be presented their awards at the 54<sup>th</sup> annual William Allen White Book Award celebration in Emporia on October 7. Go to <http://www.emporia.edu/libsv/wawbookaward/> for details on this event and other WAW Award news.

Sue Stauffacher, a professional journalist from Grand Rapids, Michigan, has been writing children's book reviews for ten years. Jeanne DuPrau lives in Menlo Park, California where she keeps a big garden and a small dog. DuPrau has been a teacher, an editor, and a technical writer. *The City of Ember* is her first novel for young adults. For more information about these authors visit their websites: Sue Stauffacher (<http://www.suestauffacher.com/>) and Jeanne DuPrau (<http://www.jeanneduprau.com/index.shtml>).

## State Library Launches Audio Books, Music and More

The State Library of Kansas has launched a new online service that enables the people of Kansas to browse and check out popular audio books from their libraries, homes, schools and offices. Christie Brandau, State Librarian of Kansas, says, "This project is a demonstration of how Kansas libraries lead technology innovation while providing a service patrons will really use. It is another example of how our state's libraries share resources in order to better serve Kansans."

The Southwest Kansas Library System, Cimarron City Library, Dodge City Public Library, Greeley County Public Library, Hamilton County Library, Kinsley Public Library and Morton County Library are among the 50+ libraries sharing their resources to provide *Audio Books, Music and More*. Technology for the new service is supplied by OverDrive, Inc., a leading vendor of online audio books and music for libraries.

Patrons download free reader software and use their Kansas Library Cards to check out and download audio books from the website to their PCs, MP3 devices, Pocket PCs and certain Smartphones. (OverDrive has compiled lists of devices that are compatible <http://www.overdrive.com/DeviceResourceCenter/Compatible.asp> and incompatible <http://www.overdrive.com/DeviceResourceCenter/Incompatible.asp> with their digital resources.) Audio books automatically check in at the end of the loan period.

To browse Kansas Virtual Library's audio book collection, go to <http://kansas.lib.overdrive.com>. Questions and answers about the OverDrive project are posted to the State Library of Kansas blog at <http://audio-books-music-and-more.blogspot.com>.

SWKLS will provide hands-on training for using *Audio Books, Music and More* and OverDrive around the System. Watch for announcements about when and where.

## Book Selected for Kansas Reads to Preschoolers 2006

*"Taking time to read to our kids is one of the best things we can do to help stimulate their interest and creativity," said Governor Kathleen Sebelius, "I'm honored to once again serve as chair of this endeavor encouraging more adults to read to children."*

Governor Kathleen Sebelius, Honorary Chair, and Christie Pearson Brandau, State Librarian of Kansas, announce the book chosen for the 2006 *Kansas Reads to Preschoolers* one book, one state project: **Bunny Cakes** by Rosemary Wells.

In Bunny Cakes, Wells, a highly acclaimed author/illustrator of over 60 books in the past thirty years, tells the adventure of Max and his bossy sister, Ruby, as they each make a cake for their grandma's birthday. Max makes an earthworm cake for Grandma's birthday and wants to help his sister Ruby make her angel surprise cake for Grandma. Max's "help" results in many spilled ingredients and Ruby sends Max to the store for replacements. At the store, the grocer can't read all the items on the shopping list until Max solves the problem by drawing pictures.

*2006 Kansas Reads to Preschoolers* is an intergenerational project of the State Library of Kansas and was launched last year to highlight the importance of reading to children. The goal of the project is that every Kansas child, from birth to age five, is read to during National Children's Book Week, November 13-20, 2006.

The book for the project is carefully chosen by the following children's librarians from across the state: Holly Mathes, Selection Committee Chair, Grant County Public Library, Ulysses; Tabitha Hogan, Winfield Public Library; Amy Bayes, Newton Public Library; Madella Williams and Judy Cole, Finney County Library, Garden City; Betty Jean Neal, Topeka & Shawnee County Public Library; and Christine Haines, Johnson County Library. Hundreds of books are read and vetted to ensure that the chosen book meets the criteria for the *Kansas Reads to Preschoolers* project.

## Legislative Session Summary

The 2006 session of the Kansas Legislature ended in May. Several actions are of interest to the library community:

**Grants-in-Aid** (State Aid) was approved for FY 2007 at FY 2006 funding level, as was the rest of the State Library budget.

**SB 404** exempts from sales tax public libraries and organizations (such as Friends groups) whose purpose is to raise funds or provide services to public libraries effective July 1, 2006.

**The Omnibus Bill** included funding for Tutor.com (an online student help program) and additional funds for the Talking Books Service program in FY 2007 as well as Kan-Ed's funding request.

**SB 418** allows Kansas residents to carry concealed firearms, but exempts that privilege in certain places including libraries.

**Several House and Senate** bills were amended during the legislative process to create versions with provisions tying state aid or tax exemptions to filtering of library computers. All of those versions failed to pass.

Our thanks to Rosanne Siemens, KLA Executive Director, for regularly posting developments to KANLIB-L to enable the library community to actively participate in the legislative process.

from KANLIB-L posts by Rosanne Siemens and Mark Galbraith

## 2005 State Library Statistics Available

You can access ***Kansas Public Library Services – 2005 Statistics*** at

[http://skyways.lib.ks.us/KSL/development/lib\\_stats.html](http://skyways.lib.ks.us/KSL/development/lib_stats.html).

Or, on Blue Skyways, look under "What's New". This is the third year the statistics have been published on-line. One of the advantages to the on-line version is that the statistics are available two to three months earlier than when they were published in paper.

# Kansas Library Card Update

The State Library of Kansas has updated some of the functionality of the Kansas Library Card. Below is a brief description of the new functions.

## For the card holder

1. New users will be able to create temporary KSLC accounts for themselves while online. These temporary accounts must be validated within 30 days by the user at a participating library or school. There is a link on the KSLC homepage called "Register for a Temporary Card" for this purpose. This function will allow patrons working online to access the Kansas databases and e-books during hours when they need information but when libraries and schools are not open to issue cards.
2. Users can now renew their own KSLC accounts online. There is a link on the KSLC homepage called "Renew an Existing Account" for this purpose. The process of renewal online will be convenient for the cardholder.

## For the library or school

Your KSLC administrative start page (after you login with your administrative login and password) will have a new link called "Verify an Online Registration." Verify a temporary user account by doing the following.

1. Click on the Verify an Online Registration link. This will take you to a form with text boxes for the temporary cardholder's last name and card PIN. Both must be entered for the Submit button to yield results.
2. After completing the form and clicking on the Submit button, you will see a screen of patrons' PINs, names, dates of birth, and date of issue/renewal. To the right of each line will be a "Verify" link. Find the correct user (if there is more than one) and click on the Verify link.
3. Next, you will see a Verify an Account (Online Registration) page with the user's name and date of birth in text boxes. Here, you either click on the Submit button to verify the account, or the Reset button to clear the text boxes. You can then click on the "Administrative Options Menu" link to return to your administrative start page (as in #1 just above).

Kansas Library Cards can still be issued in the library or school for those users who prefer to apply in person. Card accounts can also be renewed by the library or

school just as before. The new functions serve to add convenience for patrons.

If you have any questions about this new version of the Kansas Library Card please contact Charlene McGuire at [cmcguire@swkls.org](mailto:cmcguire@swkls.org) or call 1-800-657-2533.

## Watch Out for E-Mail Scams

By Charlene McGuire

If you're getting e-mail solicitations, there is almost a 100 percent chance that it is a scam, according to Scambusters.org.

Answering an e-mail solicitation could not only cost you money, but you might become a victim of identity theft by doing so. The solicitation may appear to be a request from a charitable organization that then links to a fraudulent site (or even a legitimate site). The users are then asked to provide personal information that can further expose them to future compromises.

Computer Security expert Fred Rica says you should never provide account information, a PIN, a Social Security number or any kind of identifiable information like that even if you think it's from a legitimate company.

I've noticed several new spam scams in my mailbox recently, and most are easy to spot, but once in a while I get a message that leaves me wondering: is it real or is it Memorex? Some of these folks are good. And many of them scam you by building on something that is real. For example, the federal government passed legislation that entitles you to get a free copy of your credit report once per year. But we're seeing a bunch of scam emails that offer to give you your "free" report, for a fee. Some of these are selling credit monitoring services, others are phishing (online con artists who try to convince you to enter personal information such as credit card or bank account numbers and passwords by creating web sites that emulate those of legitimate businesses) sites that are trying to collect your information for identity theft. How do you know the difference?

According to the Federal Trade Commission, the only online source that's authorized to provide your free credit report is [annualcreditreport.com](http://annualcreditreport.com). Watch out for imposters! To check on whether something is legit or a scam, take a look at [www.scambusters.org](http://www.scambusters.org). The site has a lot of ads that you have to navigate through, but if you click the List of Scams link on the right side, you can get some good info about the latest scams that are going around the 'net.