

Kansas Libraries

Official Newsletter of the Kansas State Library

December 2004

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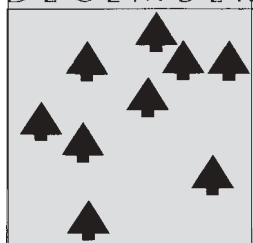
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D E C E M B E R



Doing library business online

—by Michelle R. Swain
Arkansas City Public Library

Running a library, even a small public library, is very much like running a business. You have vendors and suppliers to deal with, bills to pay, payroll to meet, and reports and paperwork to produce. Many of these tasks can be done online, which can reduce paperwork and speed up processing of your administrative responsibilities.

The biggest barriers to doing library business online are creating accounts and making payments. With many online sites, you can create an

account that same day and begin shopping or interacting right away, but some other vendors take a couple of days to get everything set up, especially if they need references or tax exempt information on file before you can shop. You may only have one

payment option, which is usually by credit card, but increasingly you may request an invoice or pay by electronic check using your bank account information. Once you have set up an account and have determined the best way to pay the bills, then the rest is fairly straightforward.

Many of us now purchase books and other library materials and supplies online. Most every book jobber has an online site where you can place orders for your library. Most of them, such as our primary book ven-

dor Baker & Taylor (www.btol.com), let you create “shopping carts” and then submit them for purchase. We have two online accounts with Baker & Taylor so my collection development staff can select books and make carts and then transfer them to me for approval. Out-of-print books can also be located online at BookFinder (www.bookfinder.com), which simultaneously searches multiple sources for you. Library and office supplies can also be ordered online, and many will calculate your discounts automatically so you can immediately see your actual price. Don’t forget that all libraries in Kansas are eligible for significant discounts with library supply companies through BCR (<http://www.bcr.org/discounts/supplies.html>).

All tax-supported public libraries in Kansas are eligible for an exemption from paying sales tax on goods and services purchased for the administration of the library. Many of you may have been using your municipality’s tax exempt number, but now every public library in the state has been issued their own number. You can view and print your tax exempt certificate, which is required by many vendors to be on file, through the Online Business Center at the Kansas Department of Revenue web site (www.ksrevenue.org). It is a PDF document, which you can also save to your hard drive and edit if you have Adobe Acrobat software.

You may also want to use the Online Business Center to link to your tax withholding account with the state so you can electronically make your monthly payment to the state of Kansas. To do this you will need a 7-digit PIN from the state; click on Help and then e-mail a message to eservices@kdor.state.ks.us asking for your Withholding Tax PIN if you don’t know it. If you register online with Kansas Job Link (www.kansasjoblink.com) you can file and pay (if you are other than a 100% reimbursing employer) your quarterly unemployment taxes online. You will also have to apply for a PIN to access this information, but once your employees are entered you will not have to type their names and SSNs in again each time you file.

If you do your own in-house accounting with software like QuickBooks Pro you can sign up for an online payroll service (www.payroll.com) that helps you file the correct state and federal forms and uses direct deposit to electronically transmit your payroll checks to all library staff. Many people appreciate the regularity and convenience of direct

deposit, so they do not have to make a special trip to the bank, and now with new check clearing laws that allow for faster processing it may be more important than ever for your staff to make sure their paycheck is deposited as soon as possible. If you have an outside accountant doing your payroll this may be a more economical solution, since a quick comparison of online payroll fees came in at only 1/3 of what our library is currently paying an outside firm to do payroll.

Doing library business online makes less paperwork and streamlines processes, usually saving time and money in the long run. I like the fact that I can file a form or place an order and then get an e-mail confirmation that it was received and accepted. That confirmation e-mail then serves as my receipt and a record of what transpired, so I can save it and look back at it if I need to. There are some things I still do the "old fashioned" way, but overall I try to take advantage of online business whenever I can. It allows me to take care of things when it is convenient for me, sometimes outside of standard business hours, and gives me more time to think about library issues rather than administrative tasks.

Sales tax exemption number

—by Steve Brunkan
Kansas Department of Revenue

The Department of Revenue has issued all of the new sales tax exemption certificates. However, there have been a number of libraries that have not received their certificate. To ensure all libraries receive the exemption certificate, the department is mailing a copy of the certificates later this week to all public libraries.

For those libraries who have gone out to the department's Internet site and applied for and received a new certificate the department asks that you cancel the new certificate by using the Internet application upon receipt of the exemption certificate being mailed this week. Libraries that applied for a certificate that have yet to be approved will be canceled by the department.

The department would also like to take this opportunity to let you know that you may use the library's Federal Employer Identification Number (FEIN) instead of the driver's license (DL) number of the purchaser. In a couple of weeks, a new version of the exemption certificate will be available through the Internet noting that either the FEIN or DL number are acceptable.

If you have not received the certificate or if you have other questions, please contact Steven Brunkan at 785/291-3580.

Kansas Libraries is published monthly by the Kansas State Library, 300 SW 10th Avenue, Room 343-N, Topeka, KS 66612-1593 (785/296-3296; 800/432-3919).

ISSN 0889-2709 Page layout: *Ruth Appelhanz*

Editor: *Eric Hansen*. Contributing editors: *Roy Bird, Rhonda Machlan, Shannon Roy, and Vikki Jo Stewart*.

Address comments concerning *Kansas Libraries* to the editor.





NOTES

—by Eric Hansen
Executive Director

KLNB Meeting

Due to unusually heavy board member absence and the resulting lack of a quorum, I found it necessary to cancel the KLNB meeting that was to have taken place on Thursday, November 4. The next meeting of the board has been scheduled for Thursday, February 24, 2005 at the Topeka and Shawnee County Public Library, Susan Anton Room 202, beginning at 9:30 a.m. The meeting is open and all are invited to attend. The meeting agenda will appear within about 30 days of the meeting date on Blue Skyways at <http://www.skyways.org/KSL/KLNB/meetings.html>.

Kansas Digital Library

In continuing efforts to revive the Kansas Digital Library (KDL), the KDL Steering Committee, of which I am a member, presented a progress report to CODDL on November 18. CODDL approved work on the KDL so far, and work on the project will go forward. I am pleased to be chairing the assessment and evaluation work group for the project. For a look at the KDL working Web site, point to <http://www2.lib.ksu.edu:20078/logicrouter/Demo/List.html> and click on the link "Kansas Digital Library."

Presentations

It was my pleasure to travel to the Wichita Public Library to furnish staff training in the administrative functions of the Kansas Library Card on November 30. Besides patron account creation, search, edit and renewal, we discussed tips for remote access to Heritage Quest and netLibrary ebooks. Before leaving, I took some time to visit the library's fine arts department, where an impressive exhibit of children's literature illustrations is currently displayed.

Kansas Traveler for your patrons

—by Susan Howell
Publisher, *Kansas Traveler*

Complimentary copies of *Kansas Traveler* are available to any Kansas Library that requests them. Your regional libraries have already mentioned this (so this is just a reminder) and many libraries (196 last count) are already getting *Kansas Traveler* for their patrons.

Issues come out four times a year and are distributed to libraries either by the regional library or directly via the USPS.

If your library wants to receive *Kansas Traveler*, send an e-mail to howell@kotn.org with your mailing information and the number of copies you'd like to receive each quarter (changeable as you learn the best number). We'll put you on the list and copy your regional library so they know you're involved. If you happen to be a library receiving papers through the USPS, your request may be changed (upped) to fit a standardized shipping size (so our costs are kept as low as we can get them).

Thanks to all the participating libraries for making *Kansas Traveler* available to Kansans and, for that matter, to non-Kansans who are lucky enough to find themselves traveling in our state.

For information about the Network Board, contact Eric Hansen, KLNB Executive Director, at 785/296-3875 (eric@kslib.info).



Langston Hughes Center in Lawrence

—by Vikki Jo Stewart
Literacy and Volunteer Management
Coordinator

The Langston Hughes Center is in the process of becoming a vibrant entity in Lawrence, Kansas! The Hughes Center transition team and community partners share a draft organizational mission—to encourage learning and literacy and to encourage learning related to the history and rich diversity of Lawrence citizens!



*Langston Hughes Center Study Group, Lawrence
(left to right) Hans Fischer, Vikki J. Stewart,
Barb Watkins, Elizabeth Schultz, Bruce Flanders
(photo courtesy of Vikki J. Stewart)*

The Lawrence Public Library director and members of the transition team are in the process of exploring future relationships. This is exciting! More information later.

Friends' annual awards

—by Andrea Sobba
Garnett Library

Does your Friends of the Library group do great things? Could they use a little extra cash to continue doing great things? Do you have a wonderful Friend in your group that deserves special recognition? Let us know!!! Apply for the Friends of Kansas Libraries annual awards. It's a painless process and could result in your group receiving \$100.00 cold hard cash, a one-year individual membership in FOLUSA, the national Friends organization, and a wonderful framed certificate to hang on your wall. If your individual nominee wins they will receive \$50.00 for their local Friends, a certificate and a personal membership to FOLUSA.

Two other opportunities for Friends groups are the FoKL Challenge Grants:

Friends Development—to encourage and support Library Friends groups to plan and undertake activities and/or programs directed towards increasing membership of the Friends group to reflect its community or constituent population and demographics. Maximum grant award - \$500.

Library Programming—to encourage and support Library Friends groups to plan and undertake activities, which market, advocate, publicize or otherwise support their library. Maximum grant award - \$500.

The deadline is February 15th. For more information or forms e-mail garnettlibrary@yahoo.com or call Andrea at 785/448-3388. Visit the FoKL website at <http://skyways.lib.ks.us/KSL/fokl/> for full details of all FoKL activities and membership benefits.

Mini book sale

Winter Reading Mini Book Sale
December 11, 2004
Indian Creek Branch Library
12990 S. Black Bob Road
Olathe, KS

Mysteries, biographies, fiction, horror, non-fiction, audio-visual, cookbooks, romance, and more!

10 a.m.-12:30 p.m.

Doors will close at 12:30 p.m. and the room will be cleared to prepare for the bag sale at 1:00 p.m.

1:00 p.m.-3:00 p.m.

"Three Bucks A Bag" sale. Buy 2 bags, get 1 free. (Only bags sold at the door may be used.)

Sponsored by Friends of the Olathe Public Library.
Questions, call 913/971-6879.

An invitation

Do you have news items of interest to other librarians? An especially successful program or grant project, for instance? Let us know so that we can tell your colleagues in *Kansas Libraries*.

Library positions

Technical Services Manager, KCKPL Main Library

Plans, develops, directs and evaluates the overall operations and budget of the department including acquisitions, cataloging, processing and database maintenance for public and school libraries. Works closely with the Assistant Director of Libraries and Automation Services in evaluating SIRSI, the library's online automated system, analyzing problems related to its performance or needs for enhancement. ALA/MLS required with 7-10 years of technical services and progressive supervisory experience preferred. Excellent interpersonal skills a must. Salary range: \$35,000.00-\$57,240.00. Expected hiring range: \$47,000.00-\$51,000.00 depending on qualifications. Excellent benefits package. Cover letter, application and three professional references are a requirement of the application process.

Inquiries should be directed to the Library Administration Office at 913/279-2219 (voice), 625 Minnesota Ave., KCK 66101 (mail) or 913/551-3243 (fax). If listed as a requirement, a resume and three professional references may be initially sent. However, it does not replace a completed KCKPL employment application, a fixed component of the reviewing process. Official KCKPL employment applications may be picked up at any of the three public library locations during normal business hours, or, may be printed from <http://www.kckpl.lib.ks.us/Jobs.htm> using Adobe Acrobat. Unless otherwise stated, applications are accepted until position is filled.

Technology Coordinator Northeast Kansas Library System

Opportunity to lead the information technology team of a dynamic regional library system. Develop new services and maintain current programs including training and technical support, Internet access and library automation consortia, and statewide Internet filtering service on Windows/Linux platforms. Position requires knowledge of computer networking and library technology, organizational skills, and commitment to teamwork and customer service. MLS degree preferred, but applicants with an equivalent combination of Bachelors Degree and extensive technology experience in a library environment will be considered.

Salary \$40,000-\$45,000 with excellent benefit package.

Position open until filled. To ensure consideration apply by January 15, 2005 with resume and references to:

Northeast Kansas Library System
3300 Clinton Parkway Court, Suite 100
Lawrence, KS 66047

or by e-mail to jminges@nekls.org. EOE.

**Business Reference and Government Information
Coordinator, University Libraries and Archives
Emporia State University, Emporia, KS**

The University Libraries and Archives, Emporia State University, seeks candidates for the entry-level position of Business Reference and Government Information Coordinator. The successful candidate will demonstrate a commitment to a high level of public service and will be able to create and articulate an innovative vision for the future of business and government information at Emporia State University. This position is a full-time, 12-month tenure-track position at the level of Assistant Professor. The position reports to the Head of Information and Instructional Services.

Responsibilities:

The individual in this position is responsible for: overseeing the library's Federal depository government documents collection and Kansas government documents collection; developing and promoting business and government information services in print and electronic formats to the University and the greater community; creating and updating the library's government information Web site; reference service and classroom instruction in business and government information as well as general reference and library instruction; collection development in assigned subject areas; other duties as assigned by the Head of Information and Instructional Services and the Dean of University Libraries and Archives.

Required Qualifications:

ALA-accredited MLS or equivalent; experience with print and electronic business and government sources and/or specific coursework in business or government information; understanding of emerging technologies and trends in business and government information; excellent oral and written communication skills; excellent interpersonal and organizational skills; ability to work independently

and as part of a team; ability to meet tenure requirements of teaching/performance of primary duties, research, and service.

Preferred Qualifications:

Additional advanced degree in a business-related field; experience in general reference services, business reference services, or government information services in an academic or public library; library instruction; experience with Marcive, electronic information databases, PDF files, and Microsoft Office or related software; use of HTML and Web authoring tools.

Salary:

The salary is \$35,000 for a 12-month appointment.

Screening of applications will begin January 14, 2005.

Interested candidates should send a letter of application, vita, and three references' names and addresses to:

Anita VanSchaick, Senior Administrative Specialist
Office of the Dean of University Libraries and Archives
Emporia State University
1200 Commercial, Campus Box 4051
Emporia, KS 66801-5092
620/341-5208

An AA/EOE institution, Emporia State University encourages minorities and women to apply. More information about Emporia State University and William Allen White Library may be found at <http://www.emporia.edu> and <http://library.emporia.edu>.

**Graham Library Director
Coffeyville Community College**

General Position Description:

The Graham Library Director shall be responsible to the Dean of Academic Services for all matters that pertain to library services, including but not limited to, scheduling and/or approving library hours and staff working hours; supervising the professional and paraprofessional staff; formulating and executing library services, policies, and procedures; overseeing the audiovisual instructional assistance and production functions; purchasing and cataloging all library materials.

Required Knowledge, Skills and Personal Qualifications:

Thorough knowledge of library procedures (reference, cataloging, circulation, filing, bibliography, media, etc). Ability to cooperate and work effectively with a diverse

faculty and staff. Administrative ability to prepare budget requests and administer library budget as well as negotiate with various jobbers for discounts on services. Knowledge of audio/visual equipment. Experience with Follett or other library automation system.

Required Education and Experience:

Three years multi-media library experience at the community college level including one year of administrative experience preferred. A Masters Degree in Library Science (MLS), preferably from an ALA-accredited institution is required.

Application Procedure:

Submit a completed application, resume and copy of transcripts to:

Director of Human Resources
Coffeyville Community College
400 West 11th
Coffeyville Ks 67337
Phone: 620/252-7180; Fax: 620/252-7098; E-mail:
cindys@coffeyville.edu.

Coffeyville Community College is an Equal Opportunity Employer.

Kansas books

—by Roy Bird
Federal Projects Coordinator/Library Consultant

Anthony, Kansas: Celebrating 125 Years, Active, Attractive and Alive, by John Hays and Eldon Younce, with Gwen Warner and Carol Peterson. 2004. Order from: Anthony Chamber of Commerce, Box 354, Anthony, KS 67003. Hardcover, 8" x 11", vi+246 pp., \$24.95.

In a year when Kansas celebrated its sesquicentennial, the city of Anthony, founded in 1878, celebrated its 125th anniversary. Part of the city's festivities included publication of this book, a fine example of local history. Its style varies—some chapters are written by a single author who researched the topic, while other chapters are compilations of a variety of contributors. The contents include a dozen chapters that cover the Harper County, Kansas courthouse, businesses, education, banking, groceries, the chamber of commerce, religion, the museum, clubs and organizations, individual people, and not the least of them, the Anthony Public Library.

Over 200 photos and drawings illustrate the text and give some—many never before published—views of the city through a century and a quarter. Unlike many local histories, this book's strength lies in more recent history, providing outstanding coverage of the 1980s, 1990s and the 21st century. An attractive, durable, and credible sample of local history, *Anthony, Kansas: Celebrating 125 Years* demonstrates that the city is indeed "active, attractive and alive." As such, it is a must for libraries of all types that collect city and county histories.

It is recommended for all public library Kansas collections and for secondary school and academic collections.



Check out the Topeka libraries online
"ATLAS" catalog at:
<http://lib.wuacc.edu/>

