West Virginia Library Commission (WVLC) Monthly Newsletter

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LIBRARY Lookout

West Virginia Library Commission

Issue 69　　　　　　　　　　　　　　　　　　**March 2017**

In This Issue

a message from...
the **West Virginia Library Commission**

From the Secretary
March 2017

The Legislative session is in full swing here in Charleston. This week I got to observe the committee process in action. Wednesday at 9:00 am the House Education Committee started the day with two bills on its agenda. Wednesday at 9:00 pm, after recessing for the floor session and then again for dinner, the committee completed its work. Every committee member was involved in the deliberations. They did not always agree with each other, but they were always civil. Parliamentary procedure and committee rules were strictly observed. It was impressive.

I was there to listen to the deliberations on HB 2524, Improving the Focus on School-Level Continuous Improvement Processes.   One focus of the bill is professional development for teachers and principals.   Another is the dissolving of the Cabinet level Department of Education and Arts. The Library Commission was assigned to this department in 1989 when the Cabinet level departments were created by Governor Caperton. Before that, it was an independent agency of the Executive branch.

The original version of 2524 put WVLC under the Department of Administration which includes Aviation, Fleet Management, and the Ethics Commission among others. None of the Administration agencies has a mission associated with libraries. During breaks, some of the committee members asked me how this might affect the Library Commission. They were also discussing the issue with Sam Love, the West Virginia Library Association Legislative representative. When the deliberation process reached the amendment stage, Delegate Rodney Pyles of Morgantown introduced an amendment that, instead of being assigned to the Department of Administration, that the Library Commission once again become an independent agency. That amendment was defeated. He then introduced an amendment to place the Library Commission under the Department of Commerce. The rationale for this was that the bill placed Culture and History in that department and, since the two agencies share the Culture Center and have similar missions, that there would be more efficiency if both were in the same Cabinet department. This amendment passed easily.

The Library Commission's Cabinet department location is a very small part of this very complex bill that is more than 70 pages long and involves more than 40 different code cites. After all the amendments are inserted, HB 2524 will go to the House Finance Committee for further consideration as the next stage in the bill-to-law journey.

My purpose in explaining this is not nearly as complex as HB 2524.   I wanted to let you know that this particular bill affects the Library Commission and what action was taken. I wanted to let you know that the Library Commission and the West Virginia Library Association are diligently monitoring legislation that affects libraries. And I wanted to let you know that your legislators put in long hours. When you are talking to them about your concerns, I am sure that they would appreciate your recognition of that effort.

Karen Goff
WVLC Executive Secretary

TRUSTEE TIPS

Best Practices for Minutes

Library Board Secretary is an extremely important job. Duties include:

- Presiding over meetings when the president and vice-president are absent.
- Preparing a written agenda and ensuring that it is publicly posted 24 hours before the board meeting.
- Preparing and maintaining a list of all board members and their contact information.
- Keeping meeting minutes.
- Managing all records created by the board
- Handling all incoming correspondence and mail distribution

Of all these duties, keeping minutes and managing Board records are critical. If the minutes of a meeting are not accurate then the meeting might as well not have taken place. Minutes record what is done at the meeting, not what is said. However, for the benefit of the Secretary, it is a good idea to record the meetings also. Minutes are not transcripts but the recording can assure accuracy. Just remember that the recording is not the official record. Including some background information helps explain why the Board took a particular action. This is helpful both to those unable to attend the meeting and for the historical record.

 Minutes comprise legal documentation of the meeting that can be called into a court of law and used as evidence.

Other best practices:

- A minutes outline based on the agenda assures a consistent format.
- Motion forms serve the same purpose.
- Prepare minutes as soon as possible after each meeting.
    - President reviews draft.
- Keep signed, approved minutes in binders in the library.
    - This is the official record. Electronic backup is recommended.

Learn More

There is a high expectation for library staff to embrace advancements in technology. Staff are required to learn new technology well enough to teach it or at least navigate a patron to a successful outcome.   But what about the forefront of public library advocates? What about the Trustees? WebJunction's "Toward Tech Savvy Trustees" addresses the issue.

If your trustees aren't tech savvy, who should help them?   They need to understand what your library offers, including your digital collections and databases. A favorite suggestion from the webinar was to present a five or ten-minute demonstration on a product or service your library provides at each board meeting. If this sounds like something that would help create connection, check out the webinar's other great (and practical) ideas. Webjunction phrased it this

way: "You don't need a board of IT specialists, just a board that has a sharper set of digital tools."

Melissa Brown
WVLC Continuing Education Consultant

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techsoup

FOR LIBRARIES   TechSoup has the products you need to maximize your technology services to your community. Whether you're looking to upgrade your public access computers, seeking new software, or looking for a way to keep your technology secure, TechSoup's library technology donations can help you make it happen.

TechSoup for Libraries is a project of TechSoup, a 501(c)(3) nonprofit devoted to making technology and technology education available and affordable to nonprofits and libraries all over the world.

TechSoup for Libraries grew out of a desire to specifically address the technology needs of public libraries. An important part of the program is the information developed as part of the MaintainIT Project, which was funded by the Bill and Melinda Gates Foundation and managed by TechSoup. The Project gathered stories from public libraries about how they support their public computers. These tips and techniques are available for free on the TechSoup for Libraries website.

For the latest tips, check out this month's TechSoup bookmarks page.

RA Tips

Use Genre to Guide Readers to Their Perfect Book

When a romance reader picks up a romance, she expects her heart to flutter as a couple finds their happily-ever-after. Mystery readers want to close a book knowing who the killer is. Whether a library puts stickers on the spines of books or has genrefied the collection, as professionals, librarians use genre to guide readers to their perfect book.

Since it's almost impossible to know
everything about every genre,
NoveList has created a guide
to get you started.

This guide provides definitions for important genres as well as for our most popular subgenres.

[Download your copy!](#)

The **Consumer Action Handbook** is a free resource guide that provides general information on shopping for goods and services and tips about consumer rights. With the number of financial choices that people face, it's important that library patrons get information on saving money that they can trust. The [Consumer Action Handbook](#) can help them get information they need.

Give your patrons trusted government information on:
• Avoiding common frauds and scams
• Managing credit and debt
• Preventing identity theft
• Getting free copies of credit reports
• Shopping for major purchases

This publication also includes a directory of government agencies and other organizations working to resolve consumer issues. To order **FREE** copies of this publication for your library online, visit https://cah.gpo.gov/cah-form.aspx.

- **Lynn Murray Memorial Public Library:** Ashley Tharp is the new Director
- **Bolivar-Harpers Ferry Public Library:** Nancy Manual is the Interim Director.
- **Wyoming County Public Library:** Lucinda Nuckolls is the Interim Director

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A Look Back at 2016 on *Libraries Today*
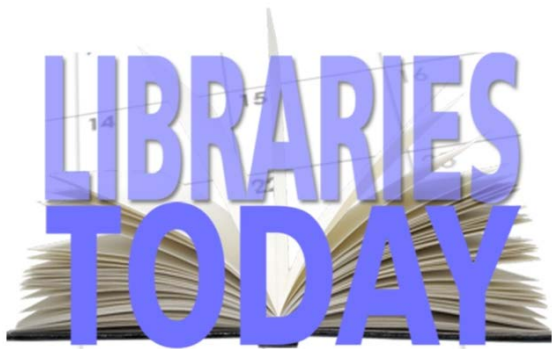
2016 marked the return of the West Virginia Library Commission's flagship television show, *Libraries Today*. In its latest episode, the show looks back on 2016 and how it chronicled, among other issues, the devastating June floods, bookmobile service in West Virginia, programs for kids and teens, and a history of libraries in the state.

[Check out the latest episode of Libraries Today!](#)

Featured Book of the Month!

A Land More Kind Than Home
by Wiley Cash

In *A Land More Kind Than Home*, author Wiley Cash paints a picture of life in small town North Carolina and follows the exploits of two small boys whose curiosity takes them to a place they were never meant to be. It changes their lives forever.

A North Carolina native, Cash made a stunning debut with this novel of hate and hope in the Appalachian Mountains. Besides being this month's featured book, *A Land More Kind than Home* is also the selection for this year's statewide book discussion group, [One Book, One West Virginia](#).
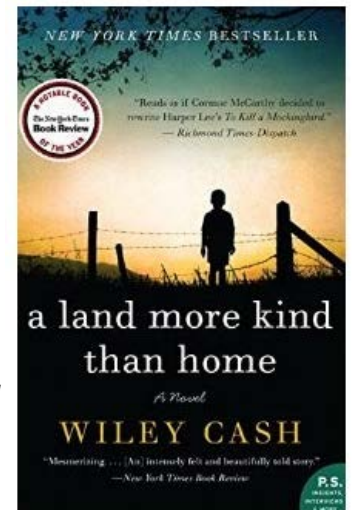
Sponsored by the West Virginia Library Commission and West Virginia Center for the Book, the *One Book, One West Virginia* project is designed to promote dialogue among West Virginia readers, who are urged to join book discussion groups and attend related special events. Make sure your library takes part in this great project and encourage your patrons to join the conversation on the WVLC Facebook page, https://www.facebook.com/groups/1763136937263032/.

Contact Library Development Services to request this book for your book group!
304-558-3978 or Robert.L.Gibson@wv.gov.

The Burnsville Public Library Talks Project Outcome

Congratulations to Beth Anderson, Director of the Burnsville Public Library. Beth was recently chosen to provide insight and information on Project Outcome for the state of Nebraska, as part of that state's NCompass Live webinar. During her presentation, Beth provided details to the Nebraska Library Commission on how the Burnsville Library successfully implemented Project Outcome.

Project Outcome is a program that allows libraries to easily measure the impact or their programs and services on the community, and is available to all libraries in the state. You can learn more about Project Outcome here.

Public libraries are invited to apply for **NASA @ My Library**, a STEM educational initiative that will increase and enhance STEM learning opportunities for libraries across the nation, including geographic areas and populations currently underserved in STEM education.

Seventy-five U.S. public libraries will be selected through a competitive application process to become *NASA @ My Library Partners* and participate in the 18-month project (Phase 1), with the opportunity to extend for an additional two-year period (Phase 2).

Apply by March 22, 2017. View the project guidelines and apply online.

Questions? **Visit the project webpage** or email us at **publicprograms@ala.org**.

The project is offered by the National Center for Interactive Learning (NCIL) at the Space Science Institute (SSI) in partnership with the ALA Public Programs Office, the Pacific Science Center, Cornerstones of Science, and the Education Development Center. Funding comes from NASA's Science Mission Directorate.

Library 2.017 Worldwide Virtual Conference

The San Jose State University School of Information excitedly announces the Library 2.017 Worldwide Virtual Conference. There will be three topic-specific conferences held throughout the year, with each three-hour event featuring an opening and closing keynote session and crowd-sourced presentations. Registration is free.

The first date is set for March 29, 2017, and will cover expertise, competencies and careers. The other two web conferences will be held in June and October and cover the topics of digital literacy and makerspaces.

Library 2.017: Expertise, Competencies and Careers

All library professionals, employers, LIS students, and educators from around the world are invited to participate in the March web conference sponsored by the American Library Association's "Libraries Transform: The Expert in the Library" campaign.

- **What:** Library and Information Experts Succeeding in the 21st Century: A Town

Hall Dialogue on Competencies, Careers, and Successful Practice

- **Date:** Wednesday, March 29, 2017
- **Time:** 9 am - 12 p.m. (Opening Keynote from 9 - 10 am)
- **Location:** Online
- **Cost:** None

Moderated by Dr. Julie Todaro, ALA president, the opening keynote panel of thought leaders will explore competencies, careers and successful practices for 21st century information professionals. Please visit the conference website at library20.com for more information, including speaker biographies, proposal guidelines and registration.

CONTINUING EDUCATION

Click Here to Read More About the West Virginia Yearly Requirements for Directors & Staff

The West Virginia Library Commission offers access to **Skillsoft** through its partnership with WebJunction. This learning management system provides access to online self-paced courses and instructional videos. There are hundreds of available resources on topics that range from using Microsoft Office and Windows to leadership essentials to creating budgets.

Haven't tried it yet? Get started by….

Requesting an Account

1. Go to http://webjunction.skillport.com/.
2. Click on the **Register** link near the bottom of the page.
3. Complete all fields of the registration form, making sure to select your state library as your sponsor.
4. Affirm and submit the registration form. You will receive an email acknowledging your request.
5. Within two business days, your account will be reviewed and when it is an approved, you will receive an email notification.
6. Once approved, you can log in and start learning!

Using SkillPort

- After logging in, you will be on the home page. To find learning opportunities, click on The Library link at the top of the screen to browse the courses, videos and job aids.
- You can also use the Search function at the top of the page to search all of the available content.
- A course, video or job aid can be launched directly from Search or the Catalog listings, or you can add it to your Learning Plan to come back to later. The Learning Plan allows you to create a personal learning plan of the courses you wish to take.
- Once you begin using the courses, you can print certificates of completion and reports of your learning history in

the Learning Transcript section. Here you will see both courses you have launched and are still working on, as well as courses you have completed.

Happy Learning!

Highlighted content from WebJunction

- [Libraries Provide Much Needed Access to Nutrition in the Summer](#): According to the US Department of Agriculture (USDA), 13.1 million children under 18 in the United States live in food-insecure households. And even as the number of children who qualify for free or reduced-price meals increases, according to the Food Research and Action Center "for every 100 low-income children who ate school lunches during the 2014-2015 school year, just 15.8 children, or roughly one in six, participated in the Summer Nutrition Programs in July 2015."
- [Social Library, Donation Drive Edition](#): In this special edition of the Social Library series, we're highlighting five examples of libraries hosting drives to collect donations for community members in need. From socks to prom dresses, and toys to toiletries, these libraries are creating partnerships with organizations so that patrons can contribute towards growing stronger communities. Thank you to all these libraries for their great work, and if you'd like to see your library featured in future Social Library editions, please let us know via social@webjunction.org or find us on Facebook.

Upcoming Webinars

If you can't attend a live session, all WebJunction webinars are recorded and available for free in the [course catalog](#).

Privacy Literacy at Your Library

Tuesday, March 7, 2017 ♦ 3:00 pm Eastern ♦ 1 hour

Registration: [webjunction:privacyliteracy](#)

Our offline lives are no longer separate from our online identities. Many people are unaware of how their information is being used, what they have control over, or how to have safe online interactions. San José Public Library's [Virtual Privacy Lab](#) has developed a seven-module customized learning experience for library patrons, in English, Spanish and Vietnamese. The modules guide users through topics such as social media and security, and provide personalized tips, links and resources that enable them to feel safe and confident online. This privacy literacy resource is available for everyone, so learn how you can utilize the online Virtual Privacy Lab with the populations you serve at your library.

Presented by: **Erin Berman**, Innovations Manager, San José Public Library (CA).

Build Your Political Literacy Skills for Advocacy

Tuesday, April 25, 2017 ♦ 3:00 pm Eastern ♦ 1 hour

Registration: [webjunction:politicalskills](#)

Advocacy efforts to sustain funding for your library are crucial in the best of times. Challenging times call for new ways to engage and activate advocates for your library. Level up your political savviness by taking lessons from successful campaigns. Whether or not you have a library ballot measure on the horizon, learn how to put these proven techniques to work for your library funding requests. Explore innovative options to energize, focus and build your skills and confidence. You'll come away with actionable tips and tools to market your library to garner a wide base of support from your community constituents.

This webinar is hosted in collaboration with the Association for Rural and Small Libraries.

Presented by: **John Chrastka**, Executive Director, EveryLibrary; and **Carrie Andrew**, Director, Lone Cone Library District, Norwood, CO (Service population: 2,000)
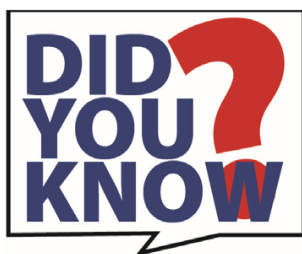
The Cabell County Public Library began as a small room in downtown Huntington in 1902. However, within 2 years a new building was constructed, thanks to a $25,000 donation from the Andrew Carnegie Foundation. This impressive structure housed the library for the next 75 years before being replaced with a new modern facility in 1980. The Cabell County Public Library now has 7 branches - in Barboursville, Cox Landing, Gallaher Village, Guyandotte, Milton, Salt Rock and West Huntington.
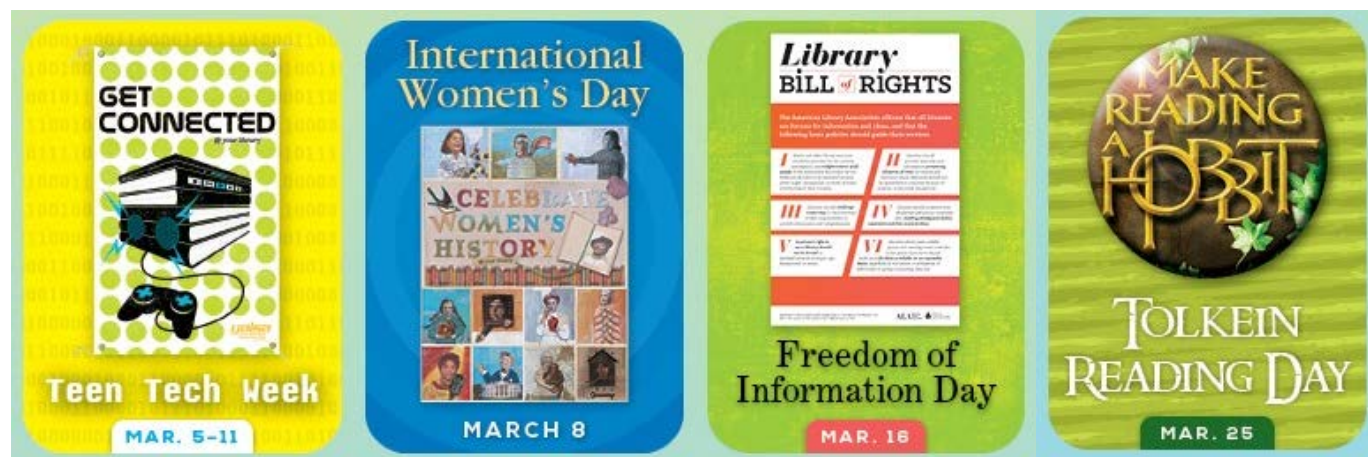

Mark Your Calendar!

March 5-11: Teen Tech Week
March 8: International Women's Day
March 16: Freedom of Information Day
March 23: National Puppy Day
March 25: Tolkein Reading Day

You're the Super Star! Have a story to tell or a photo to share? Click Here to Email Us!

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Karen E. Goff
Executive Secretary
West Virginia Library Commission

West Virginia Library Commission
Culture Center, Bldg. 9 | 1900 Kanawha Blvd. E. | Charleston, WV 25305 | (304) 558-2041