

**North Central Kansas Libraries System  
Executive Committee Meeting  
Manhattan Public Library  
August 7, 2008**

President Marshall Havenhill called the August meeting of the Executive Committee of the North Central Kansas Libraries System to order at 9:31 a.m. in the Manhattan Public Library auditorium. All Executive Board members were in attendance. NCKLS staff present: Fred Atchison, Director; Carol Barta, Assistant Director; Richard Miller, Technology Consultant; Marcia Allen, Collection Development and Processing Manager; LaDonna Clark, Technology Trainer; and Ann Pearce, TBS Department Manager.

Susan Davis made a motion to approve the minutes of the May 29, 2008 meeting. Gwen Owens Wilson seconded the motion, approved as written.

Director Atchison presented the financial statements for June 2008 and July 2008.

**Period Ending 06-30-2008  
Summary of Expenses**

General Account	40,228.45
Employee Benefit Account	13,223.44
NCKLS State Aid Account	18,870.66
Talking Books Grant	8,691.81
Member Library (Local Funds Accounts)	3,864.41

**Period Ending 07-31-2008  
Summary of Expenses**

General Account	67,209.76
Employee Benefit Account	10,687.86
NCKLS State Aid Account	6,630.87
Talking Books Grant	2,549.10
Member Library (Local Funds Accounts)	9,661.12
OCLC Fund	3,424.73

Looking at the July statement, the variance for employee benefits stands at 35%. Based on budgeting, this line item will be approximately \$10,000 short at the end of the year. There are three reasons why this situation has occurred. First, the employee benefit levy was not increased as much as it should have been in the previous year. Second, there has been an increase in healthcare costs which was not anticipated. And third, there has been an additional cost in the KPERS retirement program. The solution that addresses this shortfall is by tapping into the OCLC Fund. The OCLC Fund is a reserve fund which was created when OCLC was a new program. The fund was implemented to cover any unexpected costs associated with the implementation of the program. The auditor has suggested, for some time, that this fund should be decreased. The size of the fund is \$13,530.00. The OCLC Fund is now listed on the summary page of the financial statement. By the end of the year, approximately \$10,000 will be spent from this fund.

Rosalie Olmsted made a motion to approve the financial statements and authorize payment of all outstanding bills. The motion was seconded by Christina Cunningham. Motion passed.

**New Business**

Director Atchison presented the 2009 service contracts from the following libraries: Americus Public, Dorothy Bramlage Public, Elmendaro Township (Hartford), Emporia Public and Lyon County, North Lyon County District #1, Pottawatomie-Wabaunsee Regional, and Wamego Public.

Christina Cunningham made a motion to approve the 2009 service contracts. It was seconded by Gwen Owens Wilson. Motion approved.

**Staff Reports**

Ann Pearce, Talking Books Services

Written report stands.

LaDonna Clark, Technology Trainer

Written report stands.

Richard Miller, Technology Consultant

Written report stands.

Marcia Allen, Collection Development/Processing

Manhattan Public has been outsourcing the processing of adult fiction to Baker & Taylor. This has been a positive step, saving time and money.

Carol Barta, Assistant Director

The pink forms handed out list the altered schedule of the rotating book van. For the next few months, there will be other employees riding with Denise.

Two more libraries have joined the automation consortium. The total is seven libraries participating in the consortium and they will be using Verso by the middle of next year.

Mary White made a motion to adjourn the meeting. Gwen Owens Wilson seconded the motion. The Executive Board Meeting was adjourned 9:50 a.m. The next meeting will be September 25, 2008, 10:00 a.m., at the Manhattan Public Library auditorium.

Respectfully submitted,

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Dr. Marshall Havenhill, President

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Ann Pearce, Recording Secretary