

NCKL Directors' Meeting
May 19, 2008
Goessel Public Library

Laura Dailey – Goessel, served as hostess and Carol Barta chaired the meeting. The meeting was called to order at 10:16 AM.

Present:

Judy Leyerzapf - Abilene	Kara Cromwell – Abilene
Judith Cremer – Pott/Waub	Mildred Buller - Peabody
Maribeth Turner – Pott/Waub	Laura Dailey – Goessel
Cathleen Fish - Hillsboro	Fred Atchison –NCKL
Janet Marler - Marion	Carol Barta –NCKL
Carol Frasure – Chapman	Richard Miller – NCKL
Anne Teghtmeyer – Council Grove	Ann Pearce - NCKL
Sue Blechl – Emporia	

Current Budget Outlook

The current budget outlook for most is stable or declining. For Emporia, the outlook is poor. This year, the budget was cut by \$8,000.00 and next year, at best, the budget will be flat. If the decline continues, service will have to be cut. Chapman has seen an increase due to the housing boon associated with Ft. Riley. Pott-Waub has had financial challenges due to automation. Hillsboro relies on fund raisers. Wage increases due to the minimum wage going up have impacted the budget. Fund raisers average between \$200 and \$300. Abilene continues to see increased property valuations. There is overwhelming community support for the renovation. Several libraries are not successful in receiving additional funding and have to operate on what the mill level generates. Peabody is doing well due to the fact that Peabody is a township library and not a city library. For Manhattan, last year the evaluation was almost a 14% increase. This year the evaluation will be around 2%. The library will be asking for a little bit more than inflationary increase which is running 3.98%. Another factor is the school board is looking for community support on a huge school bond. Next year will be a flat year.

Budget Tips to Share

Pott-Waub has been asked to break the budget down to reflect the portion of the budget each site receives. Report your budget by the services you provide. Joe McKenzie, Salina Public Library, would be a good resource person on this topic. There are aspects of the library's service that resonate with the community. Children's programming is an area that a community can really get excited about. Planning is an important piece of the process. A good long-term strategy is to decide what the library would do if the library were to receive a million dollar gift. Once the

library has decided on priorities, it is easier to target grants and other sources of revenue. Pott-Waub board members went through this exercise.

Finding Your Library's Material Valuation Using Your Catalog

No discussion.

Kan-Ed Subsidy Update

Kan-Ed had their budget restored to the ten million dollar level. The pilot project with AT&T will start in June and end in September. The project will provide libraries, hospitals, and schools with a full T-1 line and will be funded by Kan-Ed. They will file the e-rate paperwork. Due to this project, there will be no Kan-Ed subsidies for connectivity. It does necessitate being a member of the network and the necessary paperwork being filed. More information will be forthcoming. Sixteen facilities have been named to take part in the pilot project. With this connectivity, Kan-Ed will be able to add libraries to the Kan-Ed backbone. The benefit of this is to allow Kan-Ed members access to a private internet. One benefit is the quality of video will improve dramatically. Kan-Ed is primarily funded by the Universal Service Fund. AT&T is averaging out the cost between the rural and urban areas. All county offices already have a T-1 connection. You do not have to have AT&T as your service provider to be eligible for the T-1. They will contract with the local service provider for the last "mile" of connection. When you look at connectivity on the national level, Kansas has lagged behind. The states that surround Kansas are doing a much better job of providing high-speed internet access to their residents. The timeframe is for implementation in the fall. Filtering will be a requirement to participate in the project.

Keeping or Weeding Your Video Collection

For most libraries, video collections are not used as much as the DVD collection. Space is always a premium. Chapman is planning to weed the video collection. The collection will be put in the book sale. The cost will be \$1.00 per video. Audio cassette books are also being weeded. Money generated from the sale will be used to purchase more DVD titles. Emporia weeded their video collection heavily in the adult section, but children's videos remain popular. Most DVDs when damaged are a loss. There are several vendors for DVDs including Walmart, Overstock, DWI, Baker & Taylor, and Scholastic.

Mold Issues

Council Grove has a serious mold issue in the basement. Board members want input from other libraries that have also faced this challenge. So far, there has been an inspection to identify the different types of mold that are present. The city has yet to fix underlying foundation issues which allow water to collect in the basement. The city owns the building. Some ways to help the situation while waiting for the city is to provide adequate ventilation, spray the walls with bleach water, and have a dehumidifier in the basement. It might help to have the county health inspector to come and evaluate the situation and see if it poses any health issues.

Conducting a Community Survey

Marysville is in the process of conducting a survey. Marion conducted a survey before their move. It was successful, but a lot of hard work went into it. Sue went to a session at PLA about

community surveys and she will share the materials with others. Abilene sent out a survey with the incentive of receiving a dollar credit off your water bill, if returned.

Consent Agendas

A consent agenda is a tool that can be used by a board to expedite the meeting. The consent agenda is a single item that can include approval of the minutes, financial reports, or other items of a routine nature. This information can be provided to board members in writing before the meeting. If a particular item is included in the consent agenda and discussion is deemed necessary, a request can be made to pull the item from the consent agenda. This tool helps streamline the process of your meeting.

NCKL 2009 Goals

The NCKL Executive Committee voted to endorse the State Library/Regional Library System shared goals for 2009. The shared goals include five key areas of collaboration. The five areas are:

- Automation and Courier Service
- Continuing Education
- Advocacy
- On-line Resources
- Public Library Accreditation

The Executive Committee also endorsed five Regional goals for 2009. The five goals are:

- Continuing Education
- Resource Sharing
- Direct Services
- Consulting
- Advocacy and Marketing

The State Library no longer requires a System Plan. Much of the information included in the System Plan is now available on-line. This change is a positive one due to the fact that it is much easier to keep the information current. The relationship between the Systems and the State Library is a very productive and useful relationship for the state. It also documents the intent of the different systems. There was some initial concern about the autonomy of the systems, because the authority of each system is from the members by way of the board. The areas that have been identified are ones that make sense on the system level. For example, the automation goal of 80% of Kansas libraries will be automated by 2009 may not be realized by NCKL, but the goal is a shared goal. There are fewer than 50% of libraries that are automated in the NCKL region. Another example of a shared goal is the unwritten agreement between the systems concerning continuing education opportunities. In the future, this shared goal may be more formalized. Working on standards together also makes sense for the system.

Many of our local system goals are the same, but the emphasis is on the local level. Some aspects of the five goals are still a work in progress. Bonnie Keim chaired a committee to revamp the state reports. Beginning next year the state aid report, annual library loan report, and the statistics report will all be included in one form. It will be included in the bibliostat

collection format. Bonnie will be at the director's meeting in November to provide instruction on the new format. The only significant difference is the way you collect your user statistics. A suggestion is to pick any three weeks out of the year and you count for those three weeks and then average them together.

NCKL budget is a little different than an individual library's budget. NCKL has taxing authority. A carry over of unexpended dollars is created every year and it acts as an emergency fund for unforeseen circumstances to insure bills are paid. The handout is the budget that will be presented to the executive committee at the end of this month. The most significant increase is under employee benefits. It is possible the increase might go down by August. We are looking at a 4.84% increase overall. The technology grants were added into the budget a couple of years ago and this has been retained. OCLC costs are significant. The system is still working on the implementation of the Technical Services Study which was completed a year ago. A first step was to outsource MPL's adult fiction through Baker & Taylor. The cost difference is significant. The revenue side is static. A portion of the carry over will be used to reduce the mill level.

There has been an extra fee to the state to convert OCLC records back to the KLC. The advantage of Z39.50 capabilities is everyone can look at your catalog in real time and see if the item is on the shelf. Another OCLC expense is card production and we now have four fewer libraries requesting cards. Unfortunately, there was very little decrease in the cost. When Pott-Waub no longer uses cards, there should be a corresponding decrease in card production costs. The expectation is that the money saved from OCLC costs will be used for other line items.

NCKL Future

The proposals for possible changes in NCKL services and fees will be presented to the Executive Committee meeting on May 29. There are two outlet libraries that are now on the rotating van schedule. Both libraries have ten or fewer patrons. These libraries will receive books by mail and will receive withdrawn copies of paperbacks weeded from the Mail-a-Book collection that they will be able to keep.

Efforts have been made to keep costs down, however, at this time, it is necessary to recommend to the board small increases for the 2010 budget cycle. The base fee will increase 5% to \$1050 for System participation. Discussion will occur before being submitted as part of the system plan. A similar increase in Rotating Book fees is recommended. Contract cost will be \$670 per year. The increase in Mail-a-Book costs to contracting counties will be based on use. There is no specific proposal yet.

Richard Soash evaluated Technical Services and he determined that it cost more than \$9.00 per item to complete cataloging and processing. Currently we charge \$0.50 for taxing counties and \$3.50 for contracting counties per item. For "cards only," the cost is \$1.75. The increase will be \$0.25 for each item. There is the option for libraries to use the Baker & Taylor outsourcing for some or all of their books. Wamego has already decided to outsource their processing and Kim reports that they are generally satisfied.

Other

Next automation grant includes Hillsboro, Marion, Chapman, Herington, and potentially Wakefield. The Hillsboro school system is also interested.

Training Calendar

Teen Spirit in the Library

Tuesday, June 10, 2 pm EDT

Library Journal Webcast

Register: www.LibraryJournal.com/teenservices

Word Mail Merge

Hosted by Hillsboro Public Library

June 12, 1:00-3:00

Pathfinders

Hosted by Frankfort City Library

June 13, 10:00-2:30

Pathfinders

Hosted by Emporia Public Library

June 17, 10:00-2:30

Pathfinders

Hosted by Dorothy Bramlage Public Library in Junction City

June 27, 10:00-2:30

NCKL Annual Meeting

August 7

CPA will be speaking on financial management for non-profits.

Book Repair

Hosted by Goessel Public Library

September 12

Next Director's Meeting will be August 28, 10:00 a.m. at Waterville Public Library.