

**North Central Kansas Libraries System  
Executive Committee Meeting  
May 27, 2010**

Vice President Susan Moyer called the May meeting of the Executive Committee of the North Central Kansas Libraries System to order at 10:03 a.m. in the Manhattan Public Library Groesbeck Room. Members present: Susan Moyer, Gwen Owens-Wilson, Janet Keller, Robin Ottoson, Gail Daugherty, Susan Davis, Marilyn Hund, Jamie Kelley, Eric Benson, and Susan Adamchak.

Absent: Lee Ruggles Proxies sent: Marshall Havenhill, Mary White, Jackie Wingerd  
NCKLS staff present: Fred Atchison, Director; Carol Barta, Assistant Director; Marcia Allen, Collection Development and Processing Manager; Richard Miller, Technology Consultant; LaDonna Clark, Technology Trainer; and Ann Pearce, TBS Department Manager.

Marilyn Hund made a motion to approve the minutes of the March 25, 2010 meeting. Gwen Owens-Wilson seconded the motion, approved as written.

Director Atchison presented the financial statements for April and May 2010.

**Period Ending 4-30-2010  
Summary of Expenses**

General Account	45,238.08
Employee Benefit Account	11,339.47
NCKLS State Aid Account	7,275.32
Talking Books Grant	6,805.07
Member Library (Local Funds Accounts)	9,439.49

**Period Ending 5-27-2010  
Summary of Expenses**

General Account	70,710.66
Employee Benefit Account	10,483.12
NCKLS State Aid Account	6,997.45
Talking Books Grant	6,202.10
Member Library (Local Funds Accounts)	6,876.25

Expenditures for the month of April are routine in nature. State aid is down approximately \$8,000 from 2009. If you go back to 2008, state aid is down by approximately \$15,000. There are still some questions about state aid for next year. At this time, the State Library anticipates that the reductions will not be large.

Expenditures for the month of May are routine in nature. Insurance costs were down by a little. Last year the board authorized the purchase of a vehicle to replace the van. The

System has traded in the van for a 2010 Dodge Caravan for a capitol expenditure of \$19,692.95. We received \$2,000 for trade-in and another \$1,750.00 in rebates.

Jamie Kelley made a motion to approve the financial statements and authorize payment of all outstanding bills. The motion was seconded by Marilyn Hund. Motion approved.

### **Staff Reports**

#### **Fred Atchison, Director**

President Havenhill is on vacation and sends his regards to the board. The State Library's budget has fared fairly well this session. The final budget was to go with the Governor's recommendation which had a fairly modest percentage reduction. The reduction is not expected to have an impact on programs. There has not been a determination concerning grant-in-aid funds.

#### **Carol Barta, Assistant Director**

Assistant Director Barta was asked to serve on the Gates Opportunity On-line Advisory Council. The first meeting was held on May 25. This group consists not only of librarians, but also people representing other state agencies such as the Department of Commerce, Department of Aging, Department of Education, Regents, and others. The people in charge of managing the KUSF Fund were also at the table. The discussion was interesting and lively. There are two more meetings before the first report is due in August. The goal of this group is to figure out the baseline for broadband connectivity that libraries need right now, and broadband needs in the future.

#### **Marcia Allen, Collection Development/Processing**

Book Fair was a success. Processing staff is doing a great job and much work has been accomplished in the last two weeks. The department is ready to resume normal production. The board extended their appreciation to the Processing Department for the fine job.

#### **Ann Pearce, Talking Books Services**

The latest TBS newsletter was handed out to board members. The newsletter explains in detail the changes that are taking place in the department. Also, there is an article about the Assistive Technology Center grant. Purchases have been completed except for the iMac. The ATC Open House will be on September 19, 2010. Helen Miller, USD 383 Autism Coordinator, will be the speaker. The Center will be open for demonstrations throughout the afternoon.

From the written report concerning the dismantling of the department, it refers to the fact that the state is now consolidating this program to the Regional Library in Emporia. In the formal recommendation that will be presented to the State Librarian, NCKLS is the subregional that will be consolidated first. At this time, we are in the implementation phase of this process. Concerning personnel, the Task Force is recommending that there be an outreach component which has not been identified. NCKLS has submitted a proposal for an outreach consultant and a full-time reader advisor. Twenty hours a week for outreach has been identified. The other twenty hours may focus on children's services or a more general

aspect of consulting. This is an opportunity to provide more system outreach. This aspect of the position has yet to be finalized. The State Library may not be as interested in keeping a reader advisor though there is support to keep this component of the service at the local level even if it is limited to a transitional period. There are a lot of issues still to be worked out.

#### Richard Miller, Technology Consultant

At the last board meeting a tech grant was approved for Elm Creek Township Library (Wilsey.) They purchased two new computers with the help of the System. They are most appreciative.

#### LaDonna Clark, Technology Trainer

There have been two new requests for training. People are interested in being trained on Word 7 and Wilsey wants to create a web site. Susan Moyer requested that LaDonna think about training opportunities through ELMER.

#### Board Comments

The Board commended the Talking Books Department for going first in the consolidation process.

#### Unfinished Business

No unfinished business.

#### New Business

A technology grant was presented for the Peabody Township Library for a total of \$525.00. The total from NCKLS is \$393.75 and the library will pay \$131.25.

Susan Adamchak made a motion to approve the technology grant. Gwen Owens-Wilson seconded the motion. Motion passed.

Director Atchison presented the 2011 proposed budget for conceptual consideration. The budget will be formally approved by the full board during the annual meeting on August 5, 2010. There are factors that could still affect this budget. If there are any changes, they will be noted and discussed at the annual meeting. The total for expenditures is \$1,027,310.00. This is a zero increase budget. We feel positive about bringing a budget with no increase, but still providing necessary services and programming. At this time, we are recommending a salary increase of \$17,300.00. The salary line includes a 1% cost of living raise. This could change before August, dependent upon what Manhattan Public Library offers. NCKLS/MPL share the same salary structure. We have recommended an increase in this line to build up more of a salary contingency due to the uncertainty facing the Talking Books department. I do not expect to have to draw on this contingency. Benefits will have a little carryover. The OCLC expenditure will decrease by not purchasing cards from OCLC and creating cards in house for the smaller libraries. Due to this change, the system will save approximately \$10,000. Expenditures will be made for purchase of equipment. Eleven libraries are still not automated. The central resources bill has changed due to the agreement between NCKLS and MPL. We now calculate an actual figure which may change from year to year. The automatic \$10,500 is not reflected in this budget. In the final budget, there may be a charge to

NCKLS, but it will not be significant based on what we did last year. We do not expect the mill levy to go up significantly. Neighborhood libraries will receive an increase of \$200 from the extended service grants from \$800 to \$1,000.

Jamie Kelley made a motion to conceptually approve the 2011 system budget. Gwen Owens-Wilson seconded the motion. Motion passed.

Director Atchison presented the 2011 System Goals which are similar to the 2010 goals. The goals listed are the core service elements that NCKLS plans to accomplish in 2011. Under Direct Services, we have added the Talking Books transition. Likewise under Consulting, we have made reference to our plans to develop the general consulting piece to the position shared with TBS. These are the only two changes in the service plan. Under Interlibrary Loan, patron initiated ILLs was added. There are concerns about this service that will need to be worked out as libraries move toward this option.

Also, up for consideration is the State Library/Regional Library System Unified Plan of Service for 2011. This document has not change significantly from 2010. The document is a symbol of the communication between the State Library and the Regional Systems. One area of interest is under Goal #1 under action steps. It states the Library Service and Technology Act funds will continue. The new State Librarian has renewed a commitment for making funds available for automation grants. We have had two years of the State Library assisting public libraries to automate or upgrade their existing automation system. A great deal of this work has been already been done in public libraries. This goal provides the option for other entities such as schools to participate in this grant. At this time, NCKLS has an application for seven libraries in process.

Looking at Goal #5, there was a taskforce that worked on accreditation standards a couple of years ago and came up with recommendations. The recommendations were not as quantifiable as in the past. For example, instead of having so many computers dependent upon the size of the community, you have a standard that says a patron should not wait more than XX number of minutes for a computer. The emphasis is on quality of the product rather than product numbers. The library community wanted a quantifiable guide. The State Library has committed to readdressing this issue.

Gwen Owens-Wilson made a motion to approve the 2011 NCKLS Goals and the 2011 State Library/Regional Library System Unified Plan of Service. Jamie Kelley seconded the motion. Motion passed.

Vice President, Susan Moyer, adjourned the meeting at 11:34 a.m. The next meeting will be the annual meeting on August 5, 2010 at 9:30 a.m., at the Manhattan Public Library.

Respectfully submitted,

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Susan Moyer, Vice-President

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Ann Pearce, Recording Secretary