

**North Central Kansas Libraries System  
Executive Committee Meeting  
August 4, 2011**

President Marshall Havenhill called the August meeting of the Executive Committee of the North Central Kansas Libraries System to order at 9:38 a.m. in the Manhattan Public Library auditorium. Members present: Marshall Havenhill, Mary White, Susan Davis, Marilyn Hund, Janet Duncan, Susan Moyer, Jamie Kelley, Eric Benson, Wendy Mitchell, Gwen Owens-Wilson, Susan Adamchak, and Gail Daugherty. Absent: Robin Ottoson. NCKLS staff present: Linda Knupp, Director; Carol Barta, Assistant Director; Marcia Allen, Collection Development and Processing Manager; Jennifer Lund, Business Manager; Richard Miller, Technology Consultant; LaDonna Clark, Technology Trainer; and Ann Pearce, Consultant.

Gwen Owens-Wilson made a motion to adopt the agenda as distributed. Jamie Kelley seconded the motion. Motion approved.

Marilyn Hund made a motion to approve the minutes of the May 26, 2011 meeting. Wendy Mitchell seconded the motion, approved as written.

Business Manager Lund presented the financial statements for June and July 2011.

**Period Ending 06-30-2011  
Summary of Expenses**

General Account	82,397.75
Employee Benefit Account	10,441.71
NCKLS State Aid Account	17,854.22
Talking Books Grant	2,051.34
Member Library (Local Funds Accounts)	4,610.84

**Period Ending 07-31-2009  
Summary of Expenses**

General Account	76,380.11
Employee Benefit Account	12,699.11
NCKLS State Aid Account	17,110.38
Talking Books Grant	2,013.12
Member Library (Local Funds Accounts)	7,784.70

In the June statement under the Talking Books grant, there is a negative \$25,965.00. This is due to the fact that the State Library sent a check to NCKLS when it was in fact a payment to MPL. NCKLS then paid MPL back for the \$25,965.00. Tires had to be replaced on the Rotating Book van. The annual audit and legal fee of \$3,500.00 is listed. Also the annual fee to NEKLS for the courier service is listed at \$5,500.00.

For the month of July, the expenses were routine in nature.

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

### **New Business**

President Havenhill presented the 2012 service contracts from the following libraries: Americus Township, Dorothy Bramlage Public, Elmendaro Township (Hartford), North Lyon County District #1, Pottawatomie-Wabaunsee Regional, and Wamego Public.

Mary White made a motion to approve the 2012 service contracts. It was seconded by Marilyn Hund. Motion approved.

There are four technology grants. The grant for Clay Center is for \$1,000.00. The grant for Herington is for \$784.75. The grant for White City is for \$149.50. The grant for Burnley Memorial Library is for \$395.48.

Gwen Owens-Wilson made a motion to approve the technology grants as presented. The motion was seconded by Marilyn Hund. Motion approved.

### **Staff Reports**

#### **Ann Pearce, Consultant**

The Visually Impaired Persons Support Group in Junction City has decided to start meeting again. We meet at the Senior Center on the 4<sup>th</sup> Tuesday of the month. I visited Herington during their story time in June and learned a lot. I am looking forward to more opportunities to be out in the system visiting with children's librarians. I will be taking the READ poster to each school building in the system and start to establish a relationship with school librarians. I was interviewed last week for the Nonprofit World program on KONZ radio, which is run by University for Man, here in Manhattan. It is an online radio station.

#### **LaDonna Clark, Technology Trainer**

In everyone's packet, there is a training survey. Please fill it out before you leave. Starting in the fall, we will have Work Day Wednesdays. NCKLS staff will be available in the NCKLS office, so librarians can stop by with questions. We do not have a start date yet.

#### **Richard Miller, Technology Consultant**

Written report stands.

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

Title Source III will be upgraded at the end of this year or early next year. When the upgrade occurs, training will be made available to NCKLS librarians. Title Source 3 is Baker & Taylor's online ordering service.

Carol Barta, Assistant Director

The READ poster is now available. Bill Snyder is holding the book “Our Boys” by Joe Drape. The book is the 2012 Kansas Reads selection. Each library will receive one READ poster. We have had another Kan-Ed advisory committee meeting. There is a post audit study committee that is still working on the future of Kan-Ed. We do know there will be no money for content. At this time, there are databases on the Verso website and the State Library web page that are nonfunctional. NCKLS has contributed \$2,000 for content, but the loss of funding from Kan-Ed is \$480,000. Overdrive will no longer be on the state contract starting January 1. Other options are being explored.

Mary White made a motion to adjourn the meeting. Wendy Mitchell seconded the motion. The Executive Board Meeting was adjourned 10:03 a.m. The next meeting will be September 29, 2011, 10:00 a.m., in the Groesbeck Room.

Respectfully submitted,

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Marshall Havenhill, President

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Ann Pearce, Recording Secretary

**North Central Kansas Libraries System  
Annual Board and Budget Meeting  
Public Hearing 2012 Budget  
August 4, 2011**

**Presentation of the 2012 System Budget**

At 10:04 a.m., President Marshall Havenhill opened the Public Hearing on the 2012 North Central Kansas Libraries System budget. Notice of the hearing was published in the official county newspaper for each of the eight taxing counties. Affidavits of the publication were available at the meeting. Hearing no opposition to the budget, President Marshall Havenhill asked for a motion to close this portion of the meeting.

Gwen Owens-Wilson made a motion to close the public hearing on the 2012 budget. Marilyn Hund seconded the motion. Motion approved. President Marshall Havenhill closed the public hearing at 10:05 a.m.

At 10:007 a.m. President Marshall Havenhill convened the 2011 NCKLS Annual Board Meeting.

**Roll Call**

Secretary-Treasurer White called the roll. Eighteen members were present and thirty-seven proxies were received, which constitutes a quorum.

**Collection of Ballots**

Assistant Director Barta collected the ballots for the Executive Committee elections.

**Approval of Minutes**

President Havenhill called for the approval of the August 5, 2010 annual meeting minutes.

Gwen Owens-Wilson made a motion to approve the minutes as written. Susan Adamchak seconded the motion. Motion approved.

**Director's Report**

Director Knupp reported that she has been on the job for two months. It has been a year of considerable change for the system, including the transition of Talking Books and the retirements of the director and business manager. However, it has afforded the System the opportunity to rearrange staff for new efficiencies and services, including hiring Jennifer Lund as Business Manager and having Ann Pearce act as Children's Consultant. Another positive for next year is the ability to hire additional staff to support technology. Additional challenges include the loss of Kan-Ed funding, and the way services are delivered statewide. Mail-a-Book numbers are declining and service will no longer be offered.

For fiscal year 2012-2013, there is no budget for databases. The State Library is exploring funding options for those items of importance. It is important for librarians to become involved in the decision making process. Please attend one of the forums to have

your voice heard as to which databases are most important to your community. If you cannot attend, please let Carol or me know your comments and suggestions. As Carol mentioned, the Overdrive contract is not being renewed. At the time, the State Library is planning to move e-book service to 3M Library Systems. There is not as much content with 3M. The plans are to move the audio books portion of the service to Recorded Books. This transition will take affect early next year, and there may be a small gap in service between the end of the OverDrive contract and the start of the new contracts. There is another focus group meeting concerning LSTA (Library Services and Technology Act) in October. LSTA funds several of our statewide services including summer reading workshops, databases, and the Kansas Library catalog. Hearing your input is going to be important in deciding what services are funded in the future.

### **Presentation of the 2012 System Budget**

The proposed budget is for \$1,028,800 a modest increase over 2011 of \$2,900. Staff changes include an additional technology position. There is an increase in telecommunications due to an additional cell phone for the new position. Mileage reimbursement will be \$.55 per mile, thus increasing the line item by \$2,000. Staff development shows an increase of \$1,000. There is a \$500 increase for audit and legal services. There is a \$2,000 postage decrease due to savings using the courier service. Affidavits have been received from all counties except Chase.

### **Resolution to Increase 2012 Budget**

President Havenhill read the resolution to increase the 2012 budget by \$2,090.

The resolution is approved and adopted with a majority of the board of directors voting in favor of the action of the board on August 4, 2011.

Wendy Mitchell made a motion to approve the NCKLS System Budget in the amount of \$1,028,800. Mary White seconded the motion. Motion approved.

### **Presentation of the 2012 System Goals**

The six goals are:

- Create a strategic plan.
- Continuing Education: The system shall provide classes and workshops for trustees, library directors, and library staff.
- Resource sharing including automation and interlibrary loan.
- Direct Services including acquisitions, cataloging, processing services, a rotating books collection, and in collaboration with the State Library, maintain Talking Books outreach service.
- Consulting services.
- Advocacy and Public Relations.

Discussion occurred about the NCKLS Goals and the State Library/Regional Library System Goals. The suggestion is to cross-reference the two documents.

Marilyn Hund made a motion to adopt the 2012 NCKLS System Goals as presented. Gwen Owens-Wilson seconded the motion. An amendment was put forward by Susan Adamchak to include a cross-reference with the State Library/Regional System Unified Plan of Service for 2012. Amendment approved. Motion approved.

Gwen Owens-Wilson made a motion to require a formal presentation of progress on system goals be included as a regular item of business during the annual meeting. Mary White seconded the motion. Motion approved.

**FoKL**

No report.

**Election Results for the Executive Committee**

Carol reported 28 ballots voted for the slate of candidates as written, 11 ballots abstained and 0 votes against. The slate of candidates was voted into office.

Candidate selected by Lyon County libraries  
Gail Daugherty – Council Grove  
Janet Keller – Washington

**Adjournment**

The motion to adjourn the meeting was made by Gwen Owens-Wilson and seconded by Wendy Mitchell. Motion carried. President Marshall Havenhill adjourned the meeting at 10:43 a.m.

Respectfully submitted,

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Marshall Havenhill, President

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Ann Pearce, Recording Secretary