

**North Central Kansas Libraries System
Executive Committee Meeting
May 26, 2011**

President Marshall Havenhill called the May meeting of the Executive Committee of the North Central Kansas Libraries System to order at 10:01 a.m. in the North Central Kansas Libraries System office. Members present: Marshall Havenhill, Susan Moyer, Janet Keller, Marilyn Hund, Gwen Owens-Wilson, Robin Ottoson, Wendy Mitchell, Eric Benson, Jamie Kelley, Janet Duncan, and Susan Davis. Absent: Susan Adamchak. Proxies sent: Mary White and Gail Daugherty. NCKLS staff present: Fred Atchison, Director; Linda Knupp, MPL Assistant Director; Carol Barta, NCKLS Assistant Director; Marcy Allen, Collection Development and Processing Manager; LaDonna Clark, Technology Trainer; Jennifer Lund, Business Manager; and Ann Pearce, Children's and Talking Books Consultant.

Assistant Director Barta requested to add Trustee Job Description under Unfinished Business to the agenda.

Susan Davis made a motion to approve the March 31, 2011 minutes. Marilyn Hund seconded the motion. Motion approved.

Director Atchison presented the financial statements for April and May 2011.

Period Ending 4-30-2011

Summary of Expenses

General Account (2011)	68,381.34
General Account (2010)	-
Employee Benefit Account	16,831.23
NCKLS State Aid Account	11,861.17
Talking Books Grant	2,019.34
Member Library (Local Funds Accounts)	2,284.17

Period Ending 5-31-2011

Summary of Expenses

General Account (2011)	79,710.53
General Account (2010)	-
Employee Benefit Account	10,876.41
NCKLS State Aid Account	15,061.63
Talking Books Grant	2,193.34
Member Library (Local Funds Accounts)	5,311.21

In the April statement on the revenue side, there was not a lot of activity in the month. The expenses are routine in nature. In the May statement, we had a miscommunication with Riley County. We have not received payment from the county. Most entities use direct dispersal with Riley County. At this time we go through a formal process which involves the exchange of letters. The dispersal will be sent on June 3.

Expenses are routine in nature. Business Manager Lund explained that under Extended Service Grants, we have Refund of Expenditures. Every month a notice is sent to Lund with the charges to libraries for processing, cataloging, and items purchased by Richard. Those charges are then reimbursed to NCKLS from the Extended Service Grant accounts.

Gwen Owens-Wilson made a motion to approve the financial statements and payment of all outstanding bills. Robin Ottoson seconded the motion. Motion approved.

Staff Reports

Fred Atchison, Director

Director Atchison introduced Linda Knupp, the next MPL/NCKLS Director to the board. Atchison reported that Assistant Director Knupp has good system credentials and has been in her present position for the last ten years. She started her library career at MPL in Acquisitions. We are fortunate to have someone with such a rich and varied library experience.

Assistant Director Knupp remarked that she is looking forward to working with the NCKLS side a little more. We will be hiring an Assistant Director for MPL.

Dr. Havenhill welcomed Linda. The board is looking forward to working with you as Director.

Lately, there has been a lot of activity at the state level regarding decisions made by the legislature. Kan-Ed's budget for 2012 has been reduced by 40%. This reduction will certainly impact the databases purchased by Kan-Ed, but we don't know yet how this will impact the T1 lines. Discussions are ongoing and people will be informed as decisions are finalized. The other issue is the contract with Overdrive which expires in December 2011. The State Library has not been able to reach an agreement with the vendor. With the loss of the consortium, most libraries will not be able to afford an individual contract. The State Library is still trying to secure the rights of the content that the state has already purchased. There are vendors that are interested in providing content and the platform, but these vendors are not far enough along with the development of a product to serve libraries at this time. It is likely that there will be a disruption of service.

Assistant Director Barta serves on the Kan-Ed Advisory Committee. She reported that the Committee is scheduled to meet at the end of June. At that time, the committee will look at half a dozen possible scenarios.

NCKLS is planning on a 5% reduction of state aid for the 2012 budget cycle.

Jennifer Lund, Business Manager

A written report stands.

Carol Barta, Assistant Director

I have been working on the implementation of the CILL (Circulation-Interlibrary Loan Link) Verso module. Wamego is coming on board tomorrow. This will give us nineteen libraries using this module. It streamlines the interlibrary loan process. Many of the smaller libraries are participated in ILL for the first time. There is a CE session called Responding to Troubled Patrons: Mental Crisis. This presentation concerns the techniques to use when a mentally ill person is in the library and is showing signs of a breakdown. The workshop will be in Manhattan offered two times, once on August 24 in the morning and again in the afternoon of August 25. Another CE opportunity will be

sometime in the fall. The State Library will offer training about broadband and advocacy as part of the Gates grant.

Clarification was asked concerning Kan-Ed. Kan-Ed receives funding from the Kansas Universal Services Fund. It is a fee on telephone bills. This fee collects about \$60 million a year. Kan-Ed receives \$10 million. The rest of the money goes to the internet service providers and the telecommunications companies. Part of it offsets the cost of providing rural phone service and TTY service for deaf and hard-of-hearing. Cox Communications asked a Wichita legislator to propose to defund Kan-Ed, because they want the \$10 million. There is no transparency in the amount of money that is distributed to the internet service providers and the telecommunications companies. This is standard business practice. The money will still be collecting and the companies will receive the \$4 million that was originally allocated to Kan-Ed. Rural areas will be hurt the most. ITV classes are popular with rural school districts. These classes will not be accessible if Kan-Ed is eliminated. Another service that Kan-Ed provides is telemedicine. Kan-Ed purchased HIPAA compliant software that transfers records. Most rural hospitals can't afford this software individually. Records are sent to a specialist and the patient can be "seen" virtually.

Marcy Allen, Collection Development/Processing

A written report stands. We are almost finished with Book Fair invoices. Next year, we hope to reduce the process by a week.

Ann Pearce, Children's/Talking Books Consultant

At a recent Collaborative Summer Library Program meeting, the following slogans and theme were voted on:

2012 Slogans for the Nighttime theme

Dream Big – Read (children's)

Own the Night (teens)

Between the Covers (adult)

2013 Slogans for the Underground theme

Dig Into Reading (children's)

Beneath the Surface (teens)

Groundbreaking Reads (adult)

2014 general theme is Science

LaDonna Clark, Technology Trainer

The new NCKLS website is up and running. The URL for the new website is <http://nckls.mykansalibrary.org>. If there is anything missing, please let me know.

Board Comments

Director Atchison invited board members to stop by the circulation desk. It has been remodeled to better serve the public. The new self-check stations are handling almost 30% of checkouts. The next part of the project is consolidating the information desk with the new circulation desk.

Unfinished Business

Copies of the revised trustee job description were handed out to committee members. There is no board action at this time.

New Business

Technology grants:

Waterville – \$944.16

Council Grove - \$1,000.00

Jamie Kelley made a motion to approve the technology grants. Gwen Owens-Wilson seconded the motion. Motion approved.

2010 NCKLS Audit

In the packet, a letter to the board members was included concerning the audit. Any questions, please contact Carol or Linda. We can schedule the auditor to come and make a presentation at the annual meeting, if this is desirable. There are no concerns about the audit. The approval of the audit will occur at the annual meeting.

2012 System Budget

The NCKLS budget really doesn't change much from year to year. The conditions for 2012 are very similar to 2011; there will be a reduction from taxing counties and state aid. The variance column shows the variance between 2010 proposed and 2010 actual. That is an important number because we base a lot of our educated guesses based on the variance. The carryover is important. The only way the system can create a carryover is to under spend the budget. We need a carryover to run a responsible operation. The proposed 2012 budget is very similar to 2011. The most significant factor in this budget is a salary item. We are proposing to add a full-time technology position. Technology is going to continue to be our single biggest challenge after funding. There will be no payment to MPL for space in 2012 which is based on the numbers we had last year. We added a line item under professional and contractual services for memberships. We have zeroed out the line item for paperbacks and moved that money to the rotating book collection. This reflects the decision to discontinue the Mail-a-Book program. We currently have 472 patrons which costs \$72.00 a year per person. Total costs are over \$32,000 per year. We could use the money not only for the rotating collection but also to enhance the grant to libraries for the courier service and ILL. The wireless has gone up, because of the new technology position.

2012 System Goals

We want to create a strategic plan for NCKLS services. The cost of the strategic plan will be reflected in the budget. Otherwise, the goals are similar to the ones from years past. Under CE, we have added the promotion of online training opportunities. We understand the State is going to have another round of automation grants. Only 62% of our libraries meet the standard for automation. We want to create a Verso/Illuminar User Group that will meet quarterly. We will continue to seek cost saving measures in our cataloging and processing service. There may be changes in Rotating Books due to the rising cost of fuel. Under consulting, we have added children's consulting. Dr. Havenhill suggested that each year we review the goals from the previous year and indicate progress made on the goals. Dr. Havenhill requested a statement of progress on the previous goals at the next board meeting.

Dr. Havenhill read the letter from the State Library concerning Linda Knupp's qualifications for the position of Director. Dr. Havenhill requested a motion for the Chair to be authorized to certify the qualifications of Linda Knupp for the position of Director.

Eric Benson made a motion to authorize the Chair. Jamie Kelley seconded the motion. Motion approved.

As a token of the board's appreciation for the many years of service, Dr. Havenhill requested a motion to purchase a year's subscription to *The New York Review of Books* for outgoing Director Atchison.

Marilyn made the motion to purchase the subscription. Gwen Owens-Wilson seconded the motion. Motion approved.

Dr. Havenhill introduced Sue Blechl, the Director of the Emporia Public Library.

Gwen Owens-Wilson made a motion to adjourn the meeting. Jamie Kelley seconded the motion. Motion approved. The meeting was adjourned at 11:34 a.m.

The next meeting of the NCKLS Executive Board will be the annual meeting on August 4, 2011 at 9:30 a.m. in the Manhattan Public Library auditorium.

Respectfully submitted,

Marshall Havenhill, President

Ann Pearce, Recording Secretary