

**North Central Kansas Libraries System
Executive Committee Meeting
August 2, 2012**

President Eric Benson called the August meeting of the Executive Committee of the North Central Kansas Libraries System to order at 9:36 a.m. in the Manhattan Public Library auditorium. Members present: Eric Benson, Mary White, Susan Davis, Janet Keller, Wendy Mitchell, Gwen Owens-Wilson, Gerald Meyers, Judith Cremer, Janice Lyhane, and Gail Daugherty. Proxies sent: Susan Adamchak, Susan Moyer, and Janet Duncan. 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; Megan Gunther, Assistant Technology Consultant; LaDonna Clark, Technology Trainer; and Ann Pearce, Consultant.

Susan Davis made a motion to accept the May 31, 2012 minutes. On page 3, a correction under the 2013 budget was made. "Service center 1,000 – 2,5000" was changed to read "Service center 1,000 – 2,500." Gwen Owens-Wilson seconded the motion, approved as corrected.

Business Manager Lund presented the financial statements for June and July 2012.

Period Ending 06-30-2012

Summary of Expenses General Account	83,054.64
Employee Benefit Account	12,670.64
NCKLS State Aid Account	8,205.82
Talking Books Grant	2,059.72
Member Library (Local Funds Accounts)	1,817.97

Period Ending 07-31-2012

Summary of Expenses General Account	65,385.94
Employee Benefit Account	12,670.64
NCKLS State Aid Account	5,835.40
Talking Books Grant	2,059.72
Member Library (Local Funds Accounts)	2,296.79

For the month of June, there is a negative amount under hospitality/workshop line item. This is due to the fact that a payment was received from the State Library to reimburse the system for expenses incurred from the Summer Reading Workshop. Under membership fees, this month includes KLA membership fees and Mid-America movie viewing license fees. On the last page, under Grants to Libraries, there is a new line item called Library Expense Grant. This amount is NCKLS' portion of funds paid on behalf of libraries such as movie licensing.

For the month of July, there are a few delinquent accounts coming in on the revenue side. Under contracting libraries, there is a negative amount due to the fact that an amount was credited to the wrong account for one library. The mistake has been corrected. Under Audit and Legal, payment was made to place public notices in local newspapers concerning the annual meeting. Under Library Expense Grant, we paid for Deep Freeze which is software which provides antivirus protection for system libraries.

Gail Daugherty made a motion to approve the financial statements and authorize payment of all outstanding bills. The motion was seconded by Susan Davis. Motion approved.

New Business

President Benson presented the 2013 service contracts for the following libraries: Americus Township, Dorothy Bramlage Public, Elmendaro Township (Hartford), Emporia, North Lyon County District #1, Pottawatomie-Wabaunsee Regional, and Wamego Public.

Gwen Owens-Wilson made a motion to approve the 2013 service contracts. Janice Lyhane seconded the motion. Motion approved.

There are three technology grants – Hillsboro, White City, and Waterville.

Wendy Mitchell made a motion to approve the technology grants as presented. Gwen Owens-Wilson seconded the motion. Motion approved.

Staff Reports

Ann Pearce, Consultant

At the last executive board meeting, I reported that Johnson County decided not to participate in Talking Books with an outreach consultant position. Since then, Topeka, and Wichita have also decided not to participate. This leaves Southeast, Northwest, Southwest, Central, and North Central participating. The children's consultants met with Anna Foote, the new Early Literacy Coordinator for the State Library, and three KU researchers including Dr. Francie Christopher, the Primary Investigator for the project. The study is designed to be a five-year longitudinal evaluation of how well 6-by-6:Ready to Read works to enhance children's early literacy skills and school readiness. For the first year, Wyandotte County and Southeast have been selected to participate. Over three hundred story kits are being created, and will be housed at NW System. Northwest will be responsible for the circulation and maintenance of the kits. Details are still being worked out.

LaDonna Clark, Technology Trainer

Written report stands.

Richard Miller, Technology Consultant

We will be working to disconnect T-1 connections in libraries from now until early next spring.

Marcia Allen, Collection Development/Processing

Purchases are being made on behalf of NCKLS for downloadable material. Everything is working smoothly.

Carol Barta, Assistant Director

MARC records are now being added into Verso for the downloadable audiobooks and e-books. This will enable patrons to find the item in Verso catalog, and then be directed to the correct web page. There is no update at this time, concerning the rotating book collection being checked out in Verso.

Susan Davis made a motion to adjourn the meeting. Gerald Meyers seconded the motion. The Executive Board Meeting was adjourned 9:54 a.m. The next meeting will be September 27, 2012, 10:00 a.m., in the North Central Kansas Libraries System office.

Respectfully submitted,

Eric Benson, President Ann Pearce, Recording Secretary

**Letter of Agreement Between
Clay Center Carnegie Library
And
North Central Kansas Libraries
September 27, 2012**

The North Central Kansas Libraries System (NCKL) established a Technology Grant for the purpose of helping member libraries from the taxing counties to update, increase or maintain technology-related services in their communities.

The Clay Center Carnegie Library (CCCL) will receive funds to assist in purchasing the following items:

4 Acer Veriton X4618G SFF Core i7-2600 Desktop Computers.
2 22' G215HL bmd LED-LCD Monitors.
1 HP LaserJet Pro 100 Color MFP - M175nw Printer.

According to the terms of the Technology Grant, libraries with operating budgets over \$10,000 annually are eligible for a 50% match up to \$1000. CCCL qualifies for this level of matching funds. Therefore, the total budget for this grant is \$3534.10. NCKL will grant \$1000.00 and the library's responsibility will be \$2534.10.

CCCL agrees to expend all funds before December 15, 2012. Any unexpended funds shall be returned to NCKL before December 31, 2012.

CCCL agrees to submit a NCKL Technology Grant Report form and provide copies of invoices on all expenditures of grant funds.

Name: _____ Date: _____

Title: _____
North Central Kansas Libraries

Name: _____ Date: _____

Title: _____
Clay Center Carnegie Library

Staff Reports
NCKL Executive Committee
September 27, 2012

Linda Knupp, Director

We have a new Governor's Appointee for the System Board. Carolyn Kirtley will represent Clay County. She was appointed for a one year term. Carolyn was the librarian for USD 379 in Clay Center for 36 years. We look forward to meeting and working with her.

We were sorry to say good bye to Ann Pearce. Ann was an outstanding advocate for services for the blind and physically handicapped and a pleasure to work with. We wish her well in her new position at K-State. We will not continue to offer outreach services for Talking Books from this location. At this time less than half the libraries in the state have renewed contracts with the State Library for outreach. Combine that with continued cuts in state funding (with more of the salary was coming from local budgets) and the future of the outreach program in system libraries does not look secure.

The position vacancy will allow us to hire a children's consultant for NCKLS. We are taking applications and will soon be interviewing.

A copy of the MPL/NCKL Agreement Expenses for 2011 is included for the board's review. The agreement was established in 2008 and updated in 2009 with the current elements.

State Library/System Activity Update

The State Library will meet with regional system staff after the October 3rd System Administrators/Urban Directors meeting in Salina to talk about functionality in regard to Fulfillment. Meetings with ILL staff/library directors will follow the October 3rd meeting. Fulfillment is open source software that would replace the current ILL software we use through Autographics. NEKLS is preparing a demonstration of the public side of a Fulfillment (demo) database. The staff side of the system is still under development. Obviously there is a lot of work that remains to be done if this becomes a viable option for Kansas libraries but it is likely the State Library will want to move this way to reduce the cost of licensing fees.

An anticipated 10% cut to the State Library's next budget will result in a 10% cut across all services. Jo Budler has asked for reinstatement of the \$800,000 for databases; the funds for the databases may also be reduced by 10%. Libraries can expect to continue lose state aid. State aid to libraries has decreased 50% over the last five years. This would impact the state fiscal year July 2013 – June 2014. Current databases are good until the end of June next year.

Jo announced that the State Library will partner with Johnson County for ebook service with Freeding. The State Library has made an initial investment of \$50,000 (LSTA funding) for content (tokens) which will be available for Kansas residents to use at a rate of four tokens per week per person. Promotion will be developed. In addition, the State Library is now set up to

receive contributions (for e-content) via credit card. Information about when or how this service might work state-wide is not available at this time.

The statewide Broadband Everywhere teleconference meeting in August was very much like the series of meetings that NCKLS hosted this spring. The site for our region was in Junction City. Consensus from this meeting tends to be that broadband access will need to be developed at a local level rather than from a state-initiative.

Development of the 6 by 6 program and early childhood literacy kits continues. There has been much discussion and several areas for development that still need to be addressed. Approximately 360 kits will be developed with paraphernalia and information to create early literacy spaces in libraries. The loan period is yet to be determined. Johnson County Public Library staff will develop the kits. NCKLS will have a role in housing and managing the kits (still up for discussion). Kits come in boxes about 3 ft by 2 ft. Space for storage space and transportation on the courier must be resolved, along with lending policies and maintenance questions.

Carol Barta, Assistant Director

NCKL staff participated in the State Library's Broadband Planning session, in Junction City. We had thirteen in attendance. Overall there were 103 people at 7 sites discussing the best way to ensure broadband access for all Kansans libraries. Jo Budler, state librarian, reported that the consensus was to support local solutions.

Wendy Mitchell and I attended the R-Squared: Risk and Reward Conference in Telluride. The conference was unique in that none of the presenters were librarians, but all had a background in creating change in organizations. We learned some great ideas for drawing creative ideas out of staff and will be using them throughout the year.

Several NCKL staff are taking an online course on RDA, which is the new cataloging standard that will be effective March 31, 2013. We will be updating libraries on what that means for them as soon as we figure it out.

NeCessary KnowLedge Live, our annual Technology Day, will be November 9 instead of the 8th to accommodate the T-1 circuit change calendar. We have a great line-up of sessions for the day.

Marcia Allen, Collection Development and Processing Manager

Melissa Lienemann, who is our ILL clerk, is out of the office on medical leave. Ida Smith and Sylvia Maldonado will be handling transactions during Melissa's absence. Those with questions or concerns about the service should dial Ida at extension 180 for ILL assistance.

NCKLS is actively involved in purchasing titles for Kansas EZ Library, the state's service for downloadable books. We have purchased 90 titles from OneClickdigital, the source for 8

downloadable audio, and 50 titles from 3M, the source for ebooks. With plans to make more purchases throughout the year, NCKL has spent \$6163.02 so far.

Richard Miller, Technology Consultant

For the May meeting I reported that “the T-1 Internet connections provided by Kan-ed will continue until June of 2013,” however Kan-ed has scheduled most of the NCKL libraries to be disconnected before the end of December. We will continue with the “plan to transition libraries to local available Internet service” with the change that transitions will be completed before the end of 2012. The necessary E-Rate form 470’s have been submitted so libraries can make commitments for replacement, new or updated Internet connections. It is going to be a busy fall.

NCKL will be deploying content filtering DNS servers in two or three locations to replace the Open DNS service that ended Sept 17. Megan has been working on this project and has recently deployed the first server. Content filtering of patron computers is required for libraries that apply for E-rate to subsidize Internet connections.

Around the system....

By phone, by visit, by remote connection – Megan & Richard

NCKL:	Set up DNS server for content filtering. Update Deepfreeze licenses. Set up Google Apps for NCKL staff. Sub on Book van. Service Dodge van. Call all libraries re: T-1 disconnect date. Megan presentation at CKLS Tech Day. Attend NEKLS tech Day Broadband town hall meeting at Junction City Tech Round Table: meeting hosted by NCKL
Chapman:	Install new computers and printer.
Peabody:	Connect new Internet connection from Pixius. Replace wireless router
White City:	Install new laptop.
Clay Center:	fix file server issues
Council Grove:	connect new DSL and disconnect T-1
Florence:	update Library computers
Burns:	Deliver and install barcode scanner
Enterprise:	install new laptop, repair LAN cabling, connect new copier to LAN
Abilene:	Repair staff PC fan. Set up new PC for microfilm
Hartford:	fix printing issues
Washington:	Work on wireless issues
Frankfort:	Fix Internet router issues
Emporia:	Prep for new Internet connection and LAN re-configure