

**North Central Kansas Libraries System
Executive Committee Meeting
December 1, 2011**

President Marshall Havenhill called the December meeting of the Executive Committee of the North Central Kansas Libraries System to order at 10:03 a.m. in the NCKLS office. Members present: Marshall Havenhill, Mary White, Wendy Mitchell, Janet Duncan, Gail Daugherty, Gwen Owens-Wilson, Susan Moyer, Robin Ottoson, and Marilyn Hund. Guest: Gerald Meyers Absent: Susan Davis, Jamie Kelley
Proxies Sent: Susan Adamchak, Eric Benson, Janet Keller
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

Marilyn Hund made a motion to approve the minutes of September 29, 2011 meeting. Gwen Owens-Wilson seconded the motion. Motion approved as written.

Business Manager Lund presented the financial statements for October and November 2011.

**Period Ending 10-31-2011
Summary of Expenses**

General Account	64,004.80
Employee Benefit Account	10,441.70
NCKLS State Aid Account	7,494.96
Talking Books Grant	2,024.76
Member Library (Local Funds Account)	5,728.39

**Period Ending 11-30-2011
Summary of Expenses**

General Account	76,833.61
Employee Benefit Account	10,488.01
NCKLS State Aid Account	23,330.35
Talking Books Grant	2,019.34
Member Library (Local Funds Account)	5,895.44

Looking at the October statement, we received the Talking Books Grant for fiscal year 2012. We also received the Broadband Grant. For expenses, there is \$6,075.86 that was taken out of the Rotating Books line item which should have been taken out of General Office Supplies. This has been corrected. President Havenhill pointed out that we have under spent the budget in several categories. Are we trying to increase the reserve fund? The employee benefits expense is down. The amount spent on postage is down. We do have book orders that have been encumbered, but not spent. We also have

an automation grant pending in the amount of \$4,000. The cuts from the state were also not as severe as first thought.

On page 2 of the November statement under other income, we have a new line item – federal grants. This is the e-rate reimbursement. Under expenditures, we over spent \$215.74 for wireless, but this will be offset by the e-rate reimbursement.

Mary White made a motion to approve the financial statements and authorize payment of all outstanding bills. The motion was seconded. Motion approved.

Staff Reports

Linda Knupp, Director

You have my written report. There has been a lot of activity on the state level. A summary of the focus groups concerning the Library Services and Technology Act (LSTA) five year state plan is in your packet of information. Databases topped the list of concerns. Carol and I attended the statewide Rural Opportunities Conference. Our concerns about access in rural communities match the governor's initiative. Libraries have a strong role in economic development. If you talk to legislators, it is a good point to make to them that libraries are important to a community's economic development. The Government Affairs Committee met and Jennie Rose stated she felt this legislative body has already made up its mind on the issues though she is optimistic about some of the legislative issues.

We still have to spend out of this year's budget, the money you voted on last meeting for electronic resources. We still don't know what vehicle that will take. We have not seen a contract for those services or any established guidelines for how we are going to transfer those funds. We are waiting for further instructions from the state. I am reluctant to put it in a deposit account until we know what the terms are with the vendors.

President Havenhill requested that we encumber the funds for the electronic resources even if the funds are not spent before the end of the year. Director Knupp is confident that this money will be spent before the end of the year after we receive additional information from the State Library.

There are five applications for the assistant technology position. The closing date was November 30. We will review the applications and our goal is to have the person hired by the first of the year.

Carol Barta, Assistant Director

We have begun working with the Institute for Civic Discourse and Democracy at Kansas State University to put together broadband advocacy workshops in a town hall format. We received Gates grant funding from the state to conduct three regional and ten local advocacy workshops. There will be a written component so participants can read about the issue of broadband in communities. There will be discussion and the ideas generated out of the workshops will be analyzed by ICDD. ICDD will analyze the data and generate a report from the workshops describing what communities want in terms of broadband access in their libraries. The library community will then have relevant information to share with legislators on this important topic. I am still in negotiations with Auto-Graphics about automation costs. The grant has not been submitted yet until I

receive the final numbers. Blackboard bought out Elluminate. The new system is called Collaborate. Each system office has a “room” that can accommodate 100 participants.

Jennifer Lund, Business Manager

I want to address the extra cost involving the legal and audit fees. This question came up at the last board meeting. The auditor and I discussed the situation. The complete explanation is in my written report. We came up with a budget that the auditor feels will be sufficient for future costs.

Marcia Allen, Collection Development and Processing Manager

We are still having meetings with the state regarding 3M and One-Click Digital. On the Manhattan website, we brought up One-Click Digital and Overdrive holdings last Monday. Manhattan has Overdrive, the rest of the libraries do not have access to Overdrive. We have received the annual bill for Title Source 3 from Baker & Taylor. The bill is the same as last year which is good news.

Richard Miller, Technology Consultant

Written report stands.

LaDonna Clark, Technology Trainer

Written report stands. We do have two watch parties next week. December 7 we will have Doing More with Less from 10:00 to 2:30 and Tech Summit on December 8 from 10:00 – 5:00.

Executive Board Member Comments

Gwen Owens-Wilson along with the other board members thanked NCKLS staff for another good year.

Unfinished Business

None

New Business

Gwen Owens-Wilson reported for the nominating committee. The election of officers will occur at the January meeting. The Slate of Officers for 2012:

Eric Benson – President

Susan Moyer – Vice President

Mary White – Secretary/Treasurer

Marilyn Hund made a motion to accept the report of the nominating committee. Janet Duncan seconded the motion. Motion approved.

There are three technology grants. Burns Public Library is spending \$1,604.98. The library is eligible for 75% up to \$1,000.00. NCKLS’ portion is \$1,000.00. Riley City Library is spending \$775.00. The library is eligible for a 50% grant. NCKLS’

portion is \$387.50. Goessel Public Library is spending \$775.00. The library is eligible for a 50% grant. NCKLS' portion is \$387.50.

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

President Havenhill adjourned the meeting at 11:05.

The next meeting of the NCKLS Executive Board will be January 26, 2012 at 10 a.m. in the NCKLS office.

Respectfully submitted,

Marshall Havenhill, President

Ann Pearce, Recording Secretary