

**North Central Kansas Libraries System
Executive Committee Meeting
January 26, 2012**

President Marshall Havenhill called the January meeting of the Executive Committee of the North Central Kansas Libraries System to order at 10:02 a.m. in the NCKLS office.

Members present: Marshall Havenhill, Janet Duncan, Gerald Meyers, Jamie Kelley, Susan Davis, Susan Adamchak, Gail Daugherty, Gwen Owens-Wilson, Robin Ottoson, Marilyn Hund, Janet Keller, and Eric Benson

Proxies Sent: Mary White, Wendy Mitchell, and Susan Moyer

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; Megan Gunther, Assistant Technology Consultant; and Ann Pearce, Consultant

Marilyn Hund made a motion to adopt the agenda as distributed. Robin Ottoson seconded the motion. Motion approved.

Gail Daugherty made a motion to approve the minutes of December 1, 2011 meeting. Marilyn Hund seconded the motion. Motion approved as written.

Business Manager Lund presented the financial statements for December 2011 and January 2012.

Period Ending 12-31-2011

Summary of Expenses

General Account (2011)	67,306.36
General Account (2010)	-
Employee Benefit Account	10,488.00
NCKLS State Aid Account	4,389.10
Talking Books Grant	2,924.00
Member Library (Local Funds Account)	4,056.87

Period Ending 1-31-2012

Summary of Expenses

General Account (2012)	69,578.44
Employee Benefit Account	12,670.06
NCKLS State Aid Account	4,628.83
Talking Books Grant	2,059.72
Member Library (Local Funds Account)	-

Expenses are routine in nature. On the last page, under the grant to libraries category, you see a few negative figures. This is due to cleaning up the records for the end of the year. Some figures were incorrect and they were corrected. NCKLS ended the

year with a cash balance of \$280,647.71. Last year the cash balance was \$180,364.66. The difference is the extra income and NCKLS is not authorized to spend more than what is published.

The January 2012 statement has a new look. The front page does not include the general account for the previous year. It is not significant and is only used for the months of January and February. We have received payments from all counties. Marion payment was received late yesterday and is not reflected on this statement. The variance column now reflects the amount spent. The dollar amount column is the amount that is to be received in future payments. The variance % reflects what you have received. The board concurred that the headings should be clarified to show this difference. Suggestions: Income to be Received and Income Received. On page 2, salaries and benefits have gone up. We have a 2% increase in wages and health insurance has gone up. NCKLS and MPL absorbed some of this increase and some of the cost has been passed on to employees. We work with the same health insurance program as the city of Manhattan and it is self insured.

Jamie Kelley made a motion to approve the financial statements and authorize payment of all outstanding bills. Susan Davis seconded the motion. Motion approved.

Staff Reports

Linda Knupp, Director

As I noted in my written report, the recommendation for funding the databases is in the governor's budget. There are bookmarks available that list the 2012 KLA legislative priorities. The three main talking points this year are: maintain current levels of state aid to libraries; fund databases fully at \$800,000; and to support connectivity and broadband access. I hope you will take a look at OneClickdigital. We are still working through issues with this program. If you have feedback, get in touch with your library so we can report this to the State Library. I had the opportunity to attend the regional Chambers of Commerce retreat. One of the top items discussed as being essential for economic development was adequate broadband and high speed internet access.

Carol Barta, Assistant Director

Assistant Director Barta introduced Megan Gunther, Assistant Technology Consultant, to the board. At this time, Megan is traveling with Richard. Cherie Olsen, Acquisitions Clerk, has moved downstairs to the NCKLS office. We are in the process of establishing a new workflow to streamline the processing procedure. She continues to work with the Institute for Civic Discourse and Democracy at Kansas State University on the Broadband Everywhere town hall meetings. We received a grant for this from the State Library through the Gates Foundation. We picked up a researcher from K-State who is teaching a class this semester called, "Voice of the Citizen." She designed research around our project. This weekend they are taping our opening segment, featuring an internet service provider, a distance learning student, and a business community member talking about how they use broadband. We are conducting three regional meetings scheduled for Hillsboro, Marysville, and Manhattan. Then we will have a meeting in each county not included in the regional meetings. This project is

coming together. Additional money has been allocated for the researcher by Kansas State University. Jeff Hixon took the proposal and sent it to the Gates Foundation. We have not heard whether we will receive additional money. There is a meeting this morning in Topeka on the legislative post-audit of KanEd. We will have a KanEd Advisory meeting tomorrow. KanEd has talked about libraries purchasing memberships though it would take legislation to make that happen. We purchased a flat screen TV for viewing webinars. Verso is still working on the capability of checking out the rotating collection.

Marcia Allen, Collection Development and Processing Manager

We have put in place new guidelines for ordering books for the rotating collection. We are now ordering multiple copies of bestsellers. System libraries will receive these in a more timely fashion.

Ann Pearce, Consultant

I will take part in the Early Learning Day on February 8 which is sponsored by Kansas Coalition for School Readiness. I will take 6 by 6 materials to hand out to legislators.

Richard Miller, Technology Consultant

Megan is an asset and will make it possible to accomplish some things that have not been possible in the past, and will make tech support more effective.

LaDonna Clark, Technology Trainer

Workday Wednesdays proved popular in 2011. The calendar for Workday Wednesdays for 2012 has been posted to the NCKLS website. Staff members went through training before the software was installed on staff computers for Office 2010. System libraries can request the same training on Office 2010.

Jennifer Lund, Business Manager

Written report stands.

Executive Board Member Comments

This is Dr. Havenhill's last meeting. He expressed his delight at serving on the board for eight years. His comments included that the organization is better and stronger than eight years ago. There are also challenges facing the board in the future that are different than the challenges of eight years ago. Dr. Havenhill imparted his best wishes on the group. As a token of the staff and board's appreciation of his work on the board, a gift box of assorted coffees was presented to Dr. Havenhill.

Unfinished Business

None

New Business

The Slate of Officers for 2012:
Eric Benson – President
Susan Moyer – Vice President
Mary White – Secretary/Treasurer

Gwen Owens-Wilson made a motion to cease nominations and instructs the secretary to cast a unanimous ballot for the slate of officers proposed by the nominating committee. Susan Adamchak seconded the motion. Motion approved.

President Benson presented a technology grant for Washington Public Library. The library is spending \$1,472.00 and is eligible for a 50% grant up to \$1,000. NCKLS' portion is \$736.00.

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

Susan Adamchak made a motion to adjourn the meeting. Marilyn Hund seconded the motion. Motion approved. Meeting was adjourned at 10:50.

The next meeting of the NCKLS Executive Board will be March 29, 2012 at 10 a.m. in the NCKLS office.

Respectfully submitted,

Eric Benson, President

Ann Pearce, Recording Secretary